

# Support Staff Handbook

<p>Centerville Community School District</p>
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**2023-24**

Revised August 14, 2023

**EQUAL EDUCATIONAL OPPORTUNITY  
NOTICE OF NONDISCRIMINATION**

Students, parents, employees, and others doing business with or performing services for the Centerville Community School District are hereby notified that this school district does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, marital status, disability, age, religion, and creed, or socioeconomic status in admission or access to or treatment in its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact: Equity/Affirmative Action Coordinator, Centerville Community School District, 634 N. Main Street, Centerville, Iowa 52544, (641)856-0601.

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# **All students will learn well, become lifelong learners, and contribute positively to society.**

## **Introduction**

The purpose of this handbook is to provide staff members with some of the routine details necessary to help our school operate effectively and efficiently. Hopefully, this handbook can function as a resource when you have a question about policies and operations of the school day. It is not designed to cover all possible situations that may occur during a school year.

The Centerville Community School District's Board Policies would prevail over this handbook if conflicting rules or interpretations are provided. This support staff handbook is designed to address district-wide concerns and policies and serve as the district rules. Each building will develop rules and guidelines specific to that building. These rules and guidelines should not conflict with the board policies, master contract, or the district faculty handbook guidelines.

## **Equal Employment Opportunity/Affirmative Action**

It is the policy of the Centerville Community School District to provide equal employment opportunity and not to illegally discriminate on the basis of gender, race, national origin, creed, age, marital status, gender identity, sexual orientation or disability in its employment and personnel practices. It is, also, the policy of this agency to provide a fair and supportive work environment for all employees regardless of their gender, race, national origin, creed, age, marital status, gender identity, sexual orientation or disability. Harassment of a sexual nature or with demeaning intent related to race, national origin, gender, disability, age, gender identity, sexual orientation or religion, made by one employee to another is a violation of this policy. Inquiries or grievances related to this may be directed to the Equity/Affirmative Action Coordinator, Centerville Community School District, 634 North Main, Centerville, Iowa 52544, (641)-856-0601.

## **Abuse of Students by District Employees**

Physical or sexual abuse of students, including inappropriate sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation, Iowa administrative code guidelines will be followed (281-102.5(280)). The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

## **Accident Reports**

### **INJURY ON THE JOB EMC ACCIDENT REPORT**

The EMC Accident Work Injury Packet can be found in the district's shared drive. These forms are to be used by any employee injured on the job effective September 1, 2010. This form is to be filled out completely within 24 hours of the injury.

### **ATTENTION ALL EMPLOYEES CENTERVILLE CSD Workers' Compensation Medical Treatment Change EFFECTIVE July 1, 2022**

If you are injured at work, you must immediately report the incident to your supervisor. With your supervisor you will contact EMC OnCall Nurse at 1-844-322-4668 for guidance on treatment options for your injury.

If you are encouraged by the OnCall Nurse to seek care with a medical facility, the following facilities are the designated workers' compensation treatment centers.:

#### **CLINIC ADDRESS, PHONE, AND HOURS**

**CHARITON VALLEY MEDICAL CLINIC**  
707 S Main Street  
Centerville, IA 52544 (641) 437-4344 8:00 AM - 5:00 PM (Mon-Fri)

**RIVER HILLS COMMUNITY HEALTH CENTER**  
1015 N 18TH ST SUITE C  
Centerville, IA 52544 (641) 856-4400 - HOURS VARY

**MERCY ONE EXPRESS CARE**  
19942 OLD HWY 5  
Centerville, IA 52544 (641) 856-8684 - HOURS VARY

For A SERIOUS INJURY OR ILLNESS (or any treatment that should not wait until clinic hours the next day) seek immediate treatment at the nearest emergency facility. Hospitals included (but not limited to):

#### **HOSPITAL ADDRESS, PHONE, AND HOURS**

**MERCY MEDICAL CENTER**  
One St. Joseph's Drive  
Centerville, IA 52544 (641) 437-4111 24 HOUR SERVICE

#### **Please Note**

If you choose to be treated by any other medical facility and/or physician you may not qualify for any workers' compensation insurance benefits and you may be responsible for all medical costs related to this incident. This is in accordance with your state's Workers' Compensation statute.

If you have any questions regarding this procedure, please call Lynnette Lemen, the workers' compensation contact, at (641)856-1010.

### **Activity Passes for School Personnel**

School district personnel may earn an activity pass to attend all school sponsored activities at home without charge. Admission will be charged to personnel who have not earned an activity pass. Employees may volunteer for a minimum of three assignments on a sheet posted prior to the beginning of the school year. A pass shall admit the school district employee. It shall be the responsibility of the administrative team and athletic director to determine how employees may sign up for an activity pass. One additional volunteer assignment will add a “guest” to the pass.

### **Anti-Bullying/Harassment- Personnel**

Harassment and bullying of employees/volunteers are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all employees/volunteers 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. Bullying and harassment of school employees and volunteers will not be tolerated in the school or school district. Bullying/harassment by board members, employees, parents, and others doing business with the school district is prohibited.

The board prohibits harassment, bullying, hazing, or any other victimization, of employees and volunteers, based on any of the following actual or perceived traits or characteristics, including but 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.

This policy is in effect while employees and volunteers are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

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 suspension or 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. “Volunteer” means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a employee/volunteer which is based on any actual or perceived trait or characteristic of the employee/volunteer and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the employee/volunteer in reasonable fear of harm to the employee’s/volunteer’s person or property;
- Has a substantially detrimental effect on the employee’s/volunteer’s physical or mental health;
- Has the effect of substantially interfering with the employee’s/volunteer’s job performance; or
- Has the effect of substantially interfering with the employee’s/volunteer’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature.
- Implied or explicit threats concerning one's achievements, property, etc.
- Demeaning jokes, stories, or activities directed at the employee/volunteer. Unreasonable interference with an employee's/volunteer's performance.

Sexual harassment of an employee or volunteer means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the employee's/volunteer's job or benefits;
- Submission to or rejection of the conduct is used as the basis for job decisions affecting that employee/volunteer; or
- The conduct has the purpose or effect of substantially interfering with the employee's/volunteer's job performance by creating an intimidating, hostile, or offensive working environment.

In situations between employees/volunteers and school officials, faculty, staff, who have direct contact with employees/volunteers, bullying and harassment may also include the following behaviors:

- Requiring that an employee/volunteer submit to bullying or harassment by another employee/volunteer either explicitly or implicitly, as a term or condition of the targeted employee's/volunteer's job.
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the employee/volunteer.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall 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 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.

The school or school district will promptly and reasonably investigate all allegations of bullying or harassment. Supervisor or designee will be responsible for handling all complaints by employees/volunteers alleging harassment.

It is the responsibility of the board members, administrators, licensed and classified employees, volunteers and others having business or other contact with the school district to act appropriately under this policy. It is the responsibility of the superintendent and investigator to inform and educate employees and others involved with the school district about harassment and the school district's policy prohibiting harassment.

This policy and accompanying regulations will only apply when an employee/volunteer is the victim of an alleged harasser or an employee/volunteer is the alleged harasser.



## **Anti-bullying/Harassment Investigation Procedures**

Employees/volunteers who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - tell a teacher, counselor or principal; and
  - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - o what, when and where it happened;
    - o who was involved;
    - o exactly what was said or what the harasser did;
    - o witnesses to the harassment;
    - o what the harasser said or did, either at the time or later;
    - o how the employee/volunteer felt; and
    - o how the harasser responded

### **COMPLAINT PROCEDURE**

Employees/volunteers who believe that they have been harassed shall notify their supervisor. The supervisor may request that the employee complete the Harassment Complaint form and turn over evidence of the harassment. Information received during the investigation shall be kept confidential to the extent possible. Employees/Volunteers who feel they have been harassed should contact the supervisor, however the designated investigator or the alternate investigator may be contacted by employees/volunteers.

The supervisor has the authority to initiate a harassment investigation in the absence of a written complaint.

### **INVESTIGATION PROCEDURE**

The supervisor shall reasonably and promptly commence the investigation upon receipt of the complaint. The supervisor shall interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The supervisor may also interview witnesses as deemed appropriate. Upon completion of the investigation, the supervisor shall make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the appropriate people.

### **RESOLUTION OF THE COMPLAINT**

Prior to the determination of the appropriate remedial action, the supervisor may, at the supervisor's discretion, interview the complainant and the alleged harasser. The supervisor shall file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant and the alleged harasser shall be informed of the conclusions of the investigation.

### **POINTS TO REMEMBER IN THE INVESTIGATION**

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including discharge.

Appointments with Superintendent

Appointments to see the superintendent are not necessary. It would be wise to check by telephone to see if the superintendent is available before coming to the administration office.

### **Approval of Expenditures**

By state law and board policy, the Board of Directors must audit and approve payment of all bills before the district actually sends the payment. This requires advance planning when it is desired or required that a check accompany an order or registration form. The board meets the second Monday of the month. Any request for issuing a check should be made in time for the request to be approved by the board. The third day of the month (and the seventeenth day of the month if two meetings) are the cut off dates for submitting bills and general fund check requests. Under unusual circumstances, additional warrants may be issued, at the superintendent's request and upon the approval of the Board President. All such payments must be passed upon by the board of directors at the next business meeting.

### **Communicable Disease--Personnel**

Employees with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position and their presence does not create a substantial risk of illness or transmission to students or other employees. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases shall be included in the school district's bloodborne pathogens exposure control plan. The procedures shall include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, followup, communication of hazards to employees and record keeping. This plan shall be reviewed annually by the superintendent and school nurse.

The health risk to immunosuppressed employees shall be determined by their personal physician. The health risk to others in the school district environment from the presence of an employee with a communicable disease shall be determined on a case by case basis by the employee's personal physician, a physician chosen by the school district or public health officials.

An employee shall notify the superintendent or the school nurse when the employee learns the employee has a communicable disease. It shall be the responsibility of the superintendent, when the superintendent or school nurse, upon investigation, has knowledge that a reportable communicable disease is present, to notify the Iowa Department of Public Health. Refer to Board Policy 403.3E2 for list.

Health data of an employee is confidential and it shall not be disclosed to third parties. Employee medical records shall be kept in a file separate from their personal file.

It shall be the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with employees with a communicable disease.

### **Conduct and Appearance of Personnel**

School district personnel shall conduct themselves in an appropriate manner and dress in attire appropriate for their position. Clothing should be neat, clean, and in good taste. Positions requiring uniforms shall conform to specifications as outlined by the superintendent, administrative team, and supervisor. It shall be the responsibility of the principals and/or directors to counsel employees assigned

to their facility on appearance and conduct when the individual appearance may have a negative impact on the learning environment. The absence of personal hygiene or cleanliness that reflects poorly on the district will be handled in the same manner.

### **Conflict of Interest**

Employees' use of their position with the school district for financial gain shall be considered a conflict of interest with their position as employees and may subject employees to disciplinary action. No employee may solicit other employees or students for personal or financial gain to the employee without the approval of the superintendent. If the approval of the superintendent is given, the employee must conduct the solicitations within the conditions set by the superintendent. Further, the superintendent may, upon five days notice, require the employee to cease such solicitations as a condition of continued employment.

Employees shall not act as an agent or dealer for the sale of textbooks or other school supplies. Employees shall not participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or to parents. Employees shall not engage in outside work or activities where the source of information concerning the customer, client or employer originates from information obtained because of the employee's position in the school district.

It shall also be a conflict of interest for an employee to engage in any outside employment or activity which is in conflict with the employee's official duties and responsibilities. In determining whether outside employment or activity of an employee creates a conflict of interest, situations in which an unacceptable conflict of interest shall be deemed to exist shall include, but not be limited to, any of the following:

- (1) The outside employment or activity involves the use of the school district's time, facilities, equipment and supplies or the use of the school district's badge, uniform, business card or other evidences of office to give the employee or the employee's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to an employee who is employed by the school district.
- (2) The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the employee or a member of the employee's immediate family from anyone other than the school district for the performance of any act that the employee would be required or expected to perform as part of the employee's regular duties or during the hours during which the employee performs service or work for the school district.
- (3) The outside employment or activity is subject to the official control, inspection, review, audit or enforcement authority of the employee during the performance of the employee's duties.

If the outside employment or activity is employment or activity in (1) or (2) above, the employee must cease the employment of or activity. If the activity or employment falls under (3), then the employee must:

- \* Cease the outside employment or activity;
- \* Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit to the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity

It shall be the responsibility of each employee to be aware of and take the necessary action to eliminate a potential conflict of interest should it arise.

### **Contracts**

The board will enter into written contracts with non-certified personnel employed on a regular basis. The contract shall state beginning and ending dates, total compensation for the contract period, and schedule of payments. Contracts indicate the step (i.e. the experience credit) provided to individuals. Signing the contract verifies that the step is correct and that experience has been correctly credited. The signature also verifies that the employee understands that salary adjustments are made annually effective July 1.

The board and the employee must give two weeks notice of the intent to cancel the contract except in cases of emergency.

It shall be the responsibility of the superintendent to complete the contracts for non-certified personnel and present them to the board for approval. The contracts, after being signed by the board president, shall be filed with the board secretary.

### **Credit Information**

The following information will be released to an entity with which a district employee has applied for credit without employee notice: title of position, income, number of years employed. Any other confidential information about an employee will not be released without a written authorization from the employee. It shall be the responsibility of the board secretary or superintendent to respond to inquiries from creditors.

### **Disposing of Obsolete Equipment**

It shall be the objective of the district in disposing of equipment, materials, supplies, and furnishings to achieve the best available price and most economical manner of disposal possible. Such obsolete items with a value under \$5,000 shall be disposed of at the discretion of the superintendent. Items with a value greater than \$5,000 shall be disposed of in a manner determined by the board.

### **Drug-Free Workplace**

Employees are to comply with the Drug-Free Workplace Act of 1988, which prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including alcohol in the workplace. Employees violating Drug-Free Workplace Act requirements are subject to disciplinary action. As a condition of employment, all employees must agree to comply with the Drug-Free Policy as listed in the appendix.

### **Evaluation of Non-Certified Personnel**

Annual evaluation of non-certified employees on their skills, abilities, and competence is an ongoing process. The goal of evaluation is to improve the educational program, to maintain non-certified personnel that meet or exceed board standards of performance, to maintain harmony and positive working relationships, to identify areas needing improvement, and to clarify priorities of the board.

It shall be the responsibility of the superintendent to ensure all job descriptions are kept current and non-certified personnel are evaluated at least annually.

## **Gifts to School Personnel**

Employees may receive a gift on behalf of the school district. Employees shall not, either directly or indirectly, solicit, accept or receive any gift, series of gifts or an honorarium unless the donor does not meet the definition of "restricted donor" or the gift or honorarium does not meet the definition of gift or honorarium. Violations of board policy could lead to discipline up to and including dismissal and legal charges being filed. If facing a question about accepting a gift as a school employee, you are urged to discuss the details with your supervisor/director or the superintendent. It shall be the responsibility of each employee to know when it is appropriate to accept or reject gifts or honorariums.

## **Homeless**

Chapter 33 of Iowa Administrative Code defines "Homeless child or youth" as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above.

## **Insurance/Health Non-Certified Staff**

Full time nine and twelve month non-certified personnel shall be eligible for group insurance and health benefits. The board shall select the group insurance program and the insurance company which will provide the program.

Full time non-certified employees and their families (employees working 30 or more hours per week) shall be eligible to participate in district insurance. To be eligible to participate in the district insurance program and receive the board contribution, employees must be contracted to work 30 hours or more per week. Occasionally exceeding the 30 hour minimum or long-term substituting will not make an employee eligible for the insurance or the board contribution.

All employees and registered volunteers will be covered by the school liability program.

Non-certified personnel and their spouse and dependents shall be allowed to continue coverage of the school district's health insurance program by meeting the requirements of the insurer. Non-certified employees who have been terminated for cause or their families will not be allowed to continue coverage.

## **Leaves of Absence**

The board shall determine the leaves of absence for all full time and part time non-certified employees, those who are regularly employed less than thirty hours per week. Full time non-certified employees are those nine to twelve month non-certified employees regularly employed thirty or more hours per week. Part-time employees are those who are regularly employed less than thirty hours per week.

I. Sick Leave Days

- A. Sick leave (less than 12 month employees):
  - 10 days first year of service.
  - 11 days second year of service.
  - 12 days third year of service.
  - 13 days fourth year of service.
  - 14 days fifth year of service.
  - 15 days sixth and each succeeding year of service.
- B. Sick leave (12 month employees):
  - 12 days first year of service.
  - 13 days second year of service.
  - 14 days third year of service.
  - 15 days fourth year of service.
  - 16 days fifth year of service.
  - 17 days sixth and each succeeding year of service.

Sick leave days may be accumulated to a maximum of 130 days available in a year plus (15) days for the current year of continuous, uninterrupted service to the district. Sick leave days can be taken in one-half day increments.

- C. Definitions: Illness, Injury, or Pregnancy: An employee shall be allowed sick leave when he/she is unable to perform the duties of his/her employment because of personal illness, injury or pregnancy. In the event the employee is absent due to personal injury, illness or pregnancy, the after three consecutive absences the supervisor Superintendent may require the employee to furnish a statement from a licensed physician stating that he/she was unable to perform such duties for the period of his absence and that he/she is now physically able to return to work.
- D. Other provisions. Up to six weeks of sick leave may be used for new adoptions if the following criteria are met.
  - A. The newly adopted child is less than mandatory school age.
  - B. The adoption takes place during the school year. If not the six week duration period starts with the effective date of the child moving into the home.
- E. Family Illness provision: A total of three (3) sick leave days may be used by an employee in the event of illness of the employee's father, mother, brother, sister, spouse, children, grandchildren, grandparent, or other individual whose regular residence is in the home of the employee.
- F. Unused Sick Leave Reimbursement. Upon retirement, the school district will reimburse the retiree for all unused sick leaves not to exceed 130 days at the rate of 60% of the current substitute rate, as an early retirement payment. To receive this benefit employees must notify the District prior to April 1 that they intend to retire at the end of the then current work year.

II. Flexible Leave Days

An employee shall be allowed flexible leave days each year, at the discretion of the employee, without any loss of pay. Employees may use all flex days issued in the current contract year, in a row. Employees must have a minimum of 3 banked days in order to use all flex days issued in the current year, in a row. All requests for flexible leave will be made in a timely manner to allow for a substitute to be contacted. Flexible leave days may be taken in increments of one-half day.

12 month employees receive 5 flexible days per year.

200 days or more employees receive 4 flexible days per year.  
199 days or less employees receive 3 flexible days per year.

III. Flexible Leave Bank

An employee may bank up to the total annual allotted unused flexible leave days per year. Bank days will be updated July 1<sup>st</sup> annually. Requests for bank day “buy-back” must be made in writing to the board secretary at the time of retirement as an early retirement payment. To receive this benefit, retiring employees must notify the District prior to April 1 that they intend to retire at the end of the then current work year. Banked days are for employee emergencies or family illness as approved by the superintendent. Flexible leave bank days may only be used after current year flexible leave days have been exhausted. Up to 60 days may be accumulated in the bank.

When an individual’s bank reaches ten (10) days or more, two bank days may be used upon written request to their supervisor without the superintendent’s approval. Or, the employee may elect, by requesting in writing at the time of retirement, to have the district buy back all bank days at the time of retirement at the rate of 70% of the current daily substitute rate as per the support staff salary schedule for that position.

Salaried, non-categorical employee buy-back rate will be at 75% of the current daily substitute rate as an early retirement payment. To receive this benefit, retiring employees must notify the District prior to April 1 that they intend to retire at the end of the then current work year.

IV. Bereavement Leave

In the event of a death in the immediate family five (5) days of absence with full pay may be granted per occurrence. The immediate family shall be construed to mean parent, brother, sister, parent-in-law, brother-in-law, sister-in-law, spouse, child, step child, son-in-law, daughter-in-law, guardian, ward, foster parent, foster brother, foster sister, foster child, step parent, step brother, step sister, grandparent, grandchild, and grandparent-in-law. In the case of the death of other relatives, one (1) day of absence with full pay shall be granted.

V. Extended Leave for Death or Serious Illness

After all other applicable leaves have been exhausted, an employee may be allowed by the superintendent to use sick leave in the event of the death or serious illness of the employee’s father, mother, brother, sister, wife, husband, children, and grandchildren or other relative whose regular residence is in the home of the employee and on the spouse’s side, mother, father, sister and brother.

VI. Jury duty leave

A Non-certified employee required to serve as a juror shall be paid regular salary if assigned to work those days, provided the employee submits proof of jury service and provided the employee reports to duty during such time as not required to be on jury duty. Pay received, except mileage, shall be remitted to the district. If the pay received for working jury duty exceeds the amount paid to the employee by the school district for their regular daily wage, the employee shall retain the jury duty pay and not be paid by the school district.

VII. Staff development leave:

Non-certified employees may request of the superintendent paid leave time to view other school facilities, programs, or to attend meetings or conferences pertaining directly to their assigned position. The superintendent shall have discretion to grant such requests and to determine

whether to pay for registration, actual expenses, and travel. If an employee is required to attend, the employee shall be reimbursed actual expenses, registrations, fees, and travel.

VIII. Injury or disability leave:

In the event an employee is injured in the course of their employment and receives worker's compensation benefits, the employee shall be informed of their right to choose whether or not to supplement worker's compensation benefits by reducing the employee's sick leave as provided by law.

IX. Military Service leave:

If a non-certified employee is called to serve in the armed forces, including the national guard, the employee shall be granted an unpaid leave of absence for military service until the military service is completed. The leave shall be without loss of status or seniority.

X. Unpaid leaves of absence:

It shall be at the discretion of the superintendent to grant or deny an unpaid leave of absence request of a non-certified employee.

XI. General

1. Permanent Record: A permanent record of sick leave and business leave shall be kept. An employee's sick leave record shall be provided on the monthly paycheck stub as well as in the Frontline absence system. At the beginning of each year, the employee shall be notified of the leave accumulation and can have any errors corrected. Errors detected should be corrected as soon as possible.
2. Emergency: Sick leave provisions are intended to cover only emergency or necessary surgery. If the employee's doctor is of the opinion that any elective surgery may be postponed or delayed until a vacation period, without injury or risk to the health of the employee, then the employee shall not be entitled to sick leave for such elective surgery.
3. Leave days may be taken on a one-half day basis.

XII. Extended Leave - Illness or Disability

An employee who is unable to work because of personal illness or disability; or illness, disability or death of a member of his/her immediate family, and who has exhausted all sick leave accumulated, shall be granted a leave of absence, without pay for the duration of the current contract period, or until he is able to return to work, whichever occurs first.

### **Pay Deduction**

The district provides leaves of absences to allow employees to be absent from work to attend to important matters outside of the workplace. As public employers, school districts are expected to record and monitor the work that employees perform and to conform to principles of public accountability in their compensation practices.

If an individual is on leave without pay for five (5) days or less, salary will be deducted at the daily rate of pay. If an individual is on leave without pay for five and one-half (5-1/2) days or more, salary and benefit will be deducted at the daily rate of pay.



Consistent with principles of public accountability, it is the policy of the district that, when an employee is absent from work for less than one work day and the employee does not use accrued leave for such absence, the employee's pay will be reduced or the employee will be placed on leave without pay if:

- The employee has not sought permission to use paid leave for this partial-day absence,
- The employee has sought permission to use paid leave for this partial-day absence and permission has been denied,
- The employee's accrued paid leave has been exhausted, or
- The employee chooses to use leave without pay.

In each case in which an employee is absent from work for part of a work day, a deduction from compensation will be made or the employee will be placed on leave without pay for a period of time that is equal to the employee's absence from the employee's regularly scheduled hours of work on that day.

### **Pay Deduction Regulation**

The district complies with all applicable laws with respect to payment of wages and benefits to employees including laws such as the federal Fair Labor Standards Act and the Iowa Wage Payment Collection Act. The district will not make pay deductions that violate either the federal or state laws.

Any employee who believes that the district has made an inappropriate deduction or has failed to make proper payment regarding wages or benefits is encouraged to immediately consult with the appropriate supervisor. Alternatively, any employee may file a formal written complaint with the superintendent. Within 15 business days of receiving the complaint, the superintendent will make a determination as to whether the pay deductions were appropriate and provide the employee with a written response that may include reimbursement for any pay deductions that were not appropriately made.

This complaint procedure is available in addition to any other complaint process that also may be available to employees.

### **Licensing/Certifying Non-Certified Staff**

Non-certified employees who require special license or certification shall keep such licenses up to date at their own expense unless the board has adopted a plan to specifically reimburse the employee for the license. The requirement for a license or other certification required for a position will be considered met if the employee meets the requirements established by law and by the State Department of Education covering the position.

Non-certified personnel must present proof of certification or license to the board secretary prior to payment of salary each year. In the case of bus drivers obtaining a CDL for employment by the district, the district can, with the approval of the superintendent, pay for the CDL coursework in advance of the training to be reimbursed by the prospective employee if they do not successfully obtain the CDL license and work at least one day for the district within six (6) months of completion of the coursework.

### **Local Purchases**

Administrative rules on purchases from local merchants are attached at the end of this handbook under Business Procedures. This rule will be strictly enforced. If in doubt, review the procedure with the building principal.

The board supports economic development in Iowa. Purchases by the school district will be made in Iowa for Iowa goods and services, from a locally owned business located within the school district, or from an Iowa-based company which offers these goods or services, if the cost and other considerations are relatively equal and they meet the required specifications. All employees are expected to allow local

businesses the first opportunity to sell goods and services to the school district before goods or services are purchased outside the district.

### **Mandatory Training**

Mandatory Trainings can be taken online at the AEA Online Professional Development Learning System website at <https://training.aealearningonline.org>. If you have taken training on-line with this system before, you will need to login with the user name and password you created previously. If you have never used this system then you will need to register into the system. To do this, please contact the administration office for a printout of step-by-step directions.

If you have questions regarding accessing these trainings please, contact Kate McDonald at 856-0601 or at [kate.mcdonald@centervillek12.org](mailto:kate.mcdonald@centervillek12.org).

Mandatory Reporter – Child & Dependent Adult Abuse - (These are two separate trainings.)

- All certified personnel
  - administrators
  - teachers
  - nurses
  - para-educators
  - authorized coaches.
- At employment and every 3 years.

Bloodborne Pathogens

- All staff, including substitutes

When hired and annually at the beginning of each school year, but not prior to July 1<sup>st</sup>.

Right to Know

- All staff

When hired and certain groups annually at the beginning of each school year. But not prior to July 1<sup>st</sup>. Your supervisor will notify you.

Lockout/Tagout

- Custodians, Maintenance, Mechanics and Foodservice.

When Hired and annually, at the beginning of each school year, but not prior to July 1st, or more often if needed due to changes in the condition of the workplace.

Asbestos Awareness

- Custodians
- Food Service workers
- electricians
- heating/air-conditioning engineers
- plumbers

Annually, but not prior to July 1<sup>st</sup>.

Overview of Seclusion/Restraining: All employees when hired.

### **Nepotism**

More than one family member may be employed. It is within the discretion of the superintendent to allow one family member employed by the district to supervise another family member employed by the school, subject to the approval of the board. Employment of more than one individual family member shall be on the basis of their qualifications, credentials, and records.

### **Outside Employment**

School district personnel shall not accept outside employment without the approval of the superintendent and immediate supervisor if it may interfere with their current duties. The board expects employees to give their position in the school district precedence over any other employment and the board reserves the right to request an employee to cease an outside employment as a condition of continued employment. The board shall give 30 days notice to cease outside employment.

### **Personal Business/Telephone and/or Fax Usage**

The landline telephones and cell phones provided by the district to employees are to be used primarily for school business. Employees may use telephones for personal business, provided such personal use is limited in frequency and duration and does not interfere with the performance of an employee's job. From time to time, it may be necessary for employees to conduct personal business or to make personal telephone calls during school hours. Employees shall conduct such business during lunch periods or breaks.

Personal school telephone or fax use shall be restricted to domestic (non-international) calls unless employee charges such calls to their home phone, credit card, collect, or uses their personal cell phone.

Payment should also be made for personal faxes sent out in the amount of 25 cents per page. It shall be the responsibility of the administrative team to ensure this policy is not abused.

### **School Issued Cellular Telephone Usage**

Certain employees are required to perform work outside of their offices or assigned work spaces, outside of the Centerville Community School District, or outside of the district's regular business hours. It is important to the mission of the district to provide for the communication with these employees when they are not in their offices. Telephone communication is greatly enhanced by the use of cellular telephones. With a cellular telephone, an employee may receive and respond to calls regardless of the time of the day or the employee's location.

The billing for the cellular telephone service includes a charge for all calls that are transmitted or received by the cellular telephone, including unsolicited and misdirected calls, and local and long distance calls. Itemized bills are prepared for all cellular telephones listing all calls made or received by a cellular telephone within a billing cycle by date, time, location, and duration. Roaming charges are listed by date, time, location, duration, and roaming service provider. The district's policy concerning cellular telephones is as follows:

The district will issue cellular telephones for personal calls subject to the same restrictions that are imposed on landline telephones.

If the number of minutes charged to a cellular telephone exceeds the monthly time allotted for the service plan, the employee must reimburse the district for personal calls that exceed the monthly time allotted. Cellular telephone users must send a check to the business office made payable to the Centerville Community School District for the monthly fee and any additional personal charges (roaming and excess time). Payment is due upon receipt of the cellular telephone statement.

If a cellular telephone assigned to an employee is lost, damaged or is malfunctioning, the business office must be notified immediately. Employees who fail to notify the business office immediately of a lost telephone may be responsible for all unauthorized calls made from their assigned cellular telephone. Employees are responsible for replacement of a lost or damaged phone.

The district will not reimburse employees for business use of their own cellular telephone. Employees are encouraged to use their office telephone for business telephone calls. Employees who have a personal cellular telephone are not expected to use that telephone for district business.

### **Personnel: Concerns**

Employee claims of violation of board policy or administrative regulations not covered in a formal grievance procedure contained in a master labor agreement, shall be attempted to be resolved at the lowest possible administrative level within five days of the alleged violation. The employee shall discuss the alleged violation with their immediate supervisor and if unresolved, the employee may discuss the concern with the building principal.

If the concern remains unresolved, the employee may next place the concern, in writing, and within five days of the discussion with the principal, discuss it with the superintendent.

If a resolution is not agreed upon with the superintendent, the employee may within ten days of discussing the issue with the superintendent, ask to have the item placed on the agenda for the next meeting of the board.

Supervisors shall attempt and be responsible for resolving employee concerns. Any action on a concern by the board shall be final.

### **Personnel: Definitions**

The following definitions shall apply to all references made in the 400 policies.

**ADMINISTRATOR.** The term "administrator" shall include professional employees employed under contracts issued pursuant to Iowa Code Section 279.23, and shall include, but not be limited to, the superintendent, assistant superintendents, principals, assistant principals, curriculum director, and athletic directors. These employees will also be considered as "executive employees" for the purpose of the Fair Labor Standards Act (FLSA) and exempt from the overtime minimum wage requirements. (Considered a licensed employee in reference to policy 402.2)

**CERTIFICATED EMPLOYEE.** The term "certificated employee" shall include all professional employees who hold certificates or a statement of professional recognition from the Iowa Department of Education, whether full or part time, when such certificates or statements are required for the position the employee is holding, including administrators, teachers, nurses, counselors, coaches, and librarians. These employees will also be considered as "professional employees" for the purpose of the Fair Labor Standards Act (FLSA) and exempt from the overtime minimum wage requirements. (Considered a licensed employee in reference to policy 402.2)

NON-CERTIFICATED EMPLOYEE. The "non-certificated employee" shall include the following employees, whether full or part time. These employees are not exempt from the overtime and minimum wage requirement for the purpose of the Fair Labor Standards Act (FLSA).

- a. Custodial and maintenance employees.
- b. Clerical employees.
- c. Educational associates and aides.
- d. Food service employees.
- e. Transportation employees.
- f. Non-teaching coach
- g. Paraprofessionals (Considered a licensed employee in reference to policy 402.2)

FULL TIME EMPLOYEE. "Full time employee" shall include all employees who regularly work a minimum of thirty (30) hours per week.

PART TIME EMPLOYEE. "Part time employee" shall include all employees who regularly work less than thirty (30) hours per week.

SUPERVISOR. The term "Supervisor" shall include non-certificated supervisory employees, including the Director of Transportation, the Director of Food Services, the board secretary, the technology coordinator and the Director of Buildings and Grounds. These employees will also be considered as "executive employees" for the purpose of the Fair Labor Standards Act (FLSA) and exempt from the overtime minimum wage requirements.

NON-CATEGORICAL EMPLOYEE. The term "Non-Categorical" shall include salaried employees that may or may not be degreed nor considered a certified or Non-Certified employee. These employees are exempt from the over time and minimum wage requirement for the purpose of the Fair Labor Standards Act (FLSA). (Could be considered a licensed employee in reference to policy 402.2, if applicable.)

The "Non-Categorical employee" shall include the following employees:

- a. Student Advisors
- b. Attendance Officer

### **Personnel Records**

The school district shall maintain personnel records on employees. The records are important for the daily administration of the educational program, for implementing board policy, for budget and financial planning, and for meeting state and federal requirements.

The records shall include, but not be limited to, records necessary for the daily administration of the school district, salary records, evaluations, application for employment, references, and other items needed to carry out board policy. Employee personnel files are school district records and are considered confidential records and therefore are not generally open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Employees may have access to their personnel files at a time mutually agreed upon between the superintendent and the employee. However, employees will not be allowed access to the employment references written on behalf of the employee. Board members will generally only have access to an employee's file when it is necessary because of an employee-related matter before the board. A closed session at a board meeting will take place to review the files.

## **Personnel: Recruitment**

The superintendent shall be responsible for recruiting personnel for the various positions within the district. The superintendent may make such use of other employees as the superintendent may so determine in recruiting. The superintendent shall use methods of advertising in media sources as may be appropriate to recruit personnel. This shall not prevent the transfer of certificated employees without advertising when appropriate or required by a collective bargaining agreement. In all cases of personnel recruitment and advertisement, the district shall follow its affirmative action policy and rules.

## **Non-Certified Physical Examinations**

Physical examinations shall be required of all employees upon their initial employment. Evidence shall be on a prescribed form supplied by the district and shall be due in the superintendent's office no later than three weeks after the beginning of employment. School bus drivers will present evidence of good health every other year unless required by law or medical opinion.

Food service employees shall have such examinations on file before employment contract commences.

The cost of the physical examination not reimbursed by the insurance company shall be reimbursed up to a maximum of \$50.00.

All employees who receive a W-2 are required to have a physical examination per Department of Education guidelines.

Employees may be required to have additional examinations (physical and/or mental) when, in the judgment of the superintendent, administrative team, or the board, such examinations are relevant to the employees' performance or status.

## **Purchasing on Behalf of School District Personnel**

Generally, the school district shall not purchase items on behalf of school district personnel. The school district may, in unusual and unique circumstances, do so. It shall be within the discretion of the board to determine when such unique and unusual circumstances exist. No purchase shall be made unless the employee has paid the school district prior to the order being placed.

## **Resignations**

Non-certified employees who wish to resign must notify the board in writing within the time period set by the board for return of the issued contract. Non-certified employees who wish to resign during the school year shall give the board two (2) weeks written notice prior to their resignation date. The board may choose to accept the resignation, may waive the two (2) week requirement, or accept the resignation upon finding a suitable replacement.

## **Retirement**

The Centerville CSD may from time to time establish a voluntary early retirement plan for qualified non-certified employees. An early retirement plan will address eligibility, benefits and other pertinent items. The most recent such plan offered by the district shall be retained in the Board Policy book as an illustrative exhibit for future reference. Non-certified employees will not be required to retire at any specific age. Upon retirement, non-certified personnel and their spouse and dependents, who are eligible, shall be allowed to continue coverage in the school district group health insurance program at their own expense until medicare age by meeting the requirements of the insurer with proper notification and

submitted resignation. Non-certified personnel who retire may be eligible to continue health and dental insurance coverage at their own expense if they follow conditions established by the carrier.

### **School Closing Announcements**

The district will use a texting and calling service to make announcements related to school closing. The information on how to sign up for this service will be listed below. We will also work with local radio and television stations to notify the public of school closures and will post on the district Facebook page. We attempt to make school cancellation decisions and announcements by 6:30 A.M. The following radio/TV stations are also contacted with cancellation and emergency early dismissal information: *KCOG (1400 AM)*, *WOI-TV (Channel 5)*, *KCCI-TV (Channel 8)*, *WHO-TV (Channel 13)*, *KTVO-TV (Channel 3)*, *KCOG Radio (1400AM/98.7FM)*, *KBOE Radio (740AM/104.9FM)*, *KRKN (104.3)*, *KLBA Radio (1370AM/96.7FM)*.

### **Text Notification Sign Up - You MUST do this if you want to receive text/call notifications**

- Go to the district website at <https://www.centervilleschools.org/>
- On the left side click on the TEXT NOTIFICATION SIGN UP button
- Click on the blue Sign Up Now
- Follow the instructions to Create a New Account
  - Make sure you have followed all the steps including verifying your account. If you have not, you will not receive any notifications.

### **Sex Offenders & Access to School Property**

A non-student sex offender who has been convicted of a sex offense against a minor and who must register with the Sex Offender Registry shall not be present on school property (or in school vehicles) without the written permission of the school administrator in charge of the building or site where the offender wishes to gain access except for the time reasonably necessary to transport the offender's own child or ward to or from school or for the time reasonably necessary to vote if the polling place is on school property.

The law also bars sex offenders from loitering within 300 feet of school property or from residing within 2000 feet of school property subject to certain exceptions or from being employed by the District, volunteering at school or acting as a contractor or contractor's employee at school.

Sex offenders wishing to access school property must file a written request with the building Principal or his/her designee a minimum of 48 hours prior to the date of requested access. Requestors are encouraged to give as much advanced notification as possible, i.e. initiate a request when the need to request access is first known. The Principal or designee may waive the 48 hour requirement in extraordinary circumstances. Requestors will use the "Registrant Request Form" included in the regulations supporting this policy.

### **Smoking On School Premises**

School district facilities and grounds, including school vehicles, are off limits for smoking and using tobacco products. This requirement extends to employees and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Persons violating this policy shall be asked to refrain from using or smoking/tobacco products. Employees violating this provision will be

subject to disciplinary actions up to and including termination of employment. Persons failing to abide by this request shall be required to leave the premises immediately. It is the responsibility of the school personnel to enforce this policy.

### **Support Staff Salary Schedule Provisions**

The following provisions are intended to provide guidance for implementing the Support Staff Salary Schedule for the Centerville Community School District.

1. The Board of Directors wishes to provide a fair and equitable wage system based primarily upon the local job market wage levels. The base wage or specific classification wages will be adjusted periodically to reflect the local job market condition and to allow the district to remain competitive. Periodic adjustment on the base wage does not imply annual base wage increases. The board will determine when increases are appropriate based on factors such as inflation, job market competition, and district economic conditions.
2. The Support Staff Salary Schedule is based upon five basic job classifications (food service, buildings and grounds, secretaries, transportation and aides) and varying levels within each classification. Prerequisite education, training and experience, ensuing training, specific skills required, self-directed work and supervision of others including students, were all factors considered in determining the level each specific position is assigned within the job classification. The job level is indicated on each Job Description and on each Job Classification.
3. On the Job Classification for a specific position, Prerequisite Training and Prerequisite Experience are necessary conditions for employment for new employees but do not apply to current employees.
4. The superintendent is to recommend the beginning salary for new employees when the contract recommendation is made to the board. Said recommendation is to be based upon the Support Staff Salary Schedule. The "Criteria for Initial Placement" will be reviewed and the initial wage determined based on education and experience within the proper classification and level.
5. New employees will normally start at Step 1 for the level unless justification is presented for a higher beginning wage.
6. The board may start employees at a higher step given the employee's training and experience.
7. No employee, whether new or transferring, will be started at a wage above Step 6 for the level without specific board authorization. Significant, compelling, and urgent justification must be presented to attain this board authorization.
8. District employees moving to a higher level position will not be allowed to enter at a higher step than they are currently assigned.
  - a. If the employee is on Step 1 through Step 6, the employee's new wage will be determined by appropriate placement on the Salary Schedule.
  - b. If the employee is above Step 6 on the support staff salary schedule when moving to a higher level within the same job classification, the employee will receive a wage increase equal to the difference between the wage for the current job and the new job as determined by Step 6 on the salary schedule. If the higher level is effective with a new contract they will receive the same percentage increase on their old wage that all others above step 6 receive plus the difference between Step 6 wages on the old position and the step 6 wages on the new position.
9. District employees moving down one level on the salary schedule shall not have their wage reduced.
10. Each year, the Board will determine a percentage wage increase, if any, for support staff employees who are above Step 6 of the salary schedule.
11. The annual percentage raise will not affect those employees on the first six steps of the Salary Schedule unless the board makes a periodic adjustment in the Base Wage. The employees on the first six steps of the Salary Schedule will receive the wages indicated by the Salary Schedule.



12. A position once classified will not be assigned a different level unless clear and compelling evidence is provided the Board that
  - a. the job description, job responsibilities, and job qualifications have changed in significant ways, or
  - b. the original job classification was in error.
13. An employee at the maximum wage for the level will not receive wage increases unless the board makes a periodic adjustment in the maximum wage.
14. New employees who are employed less than ninety days their first year of employment are not eligible for a step increase.
15. It is expressly understood that some employees who are at the maximum wage limit may actually receive less total compensation in ensuing years.
16. Substitutes for support staff employees will normally be paid at Step 1 of the proper level unless the substitute has had a long-term record of past employment in the district, in which case the superintendent can approve a rate of pay up to but not exceeding Step 6 for the proper level. The district will provide an incentive for support staff substitutes in food service, aides, secretaries, and custodians, if the expected duration of work is 5 days or less. The incentive will apply to substitutes who are paid at the base rate (Step 1). The incentive will be \$1 per hour.
17. If an administrator asks an employee to give up their regular contracted job to substitute, then the employee's hourly wage would be the higher of the employee's regular contract wage or the substitute's wage. If an employee works additional hours at a similar job classification, the hourly wage would be the regular wage for the employee. If an employee works at a different level within the same job classification, the employee would receive the higher of the employee's regular hourly wage or the substitute's wage. If an employee works additional hours in a different job category (i.e., an aide acting as a custodian), then the substitute's hourly rate for the position would apply and pay \$1.00 per hour incentive if working less than 5 days or less in the same position.
18. Lakeview and Junior High aides, who are regularly assigned to supervise the cafeteria, will be paid \$1.00 per hour over their regular rate of pay for their cafeteria supervision time. Those already receiving this benefit will be "grandfathered in" for the 2023-2024 school year for this provision. After the 2023-2024 school year, this additional payment will no longer be given.
19. The Board of Directors of the Centerville Community School District reserves the right to hold any support staff employee on step or to freeze the employee's salary for less than satisfactory performance of job evaluation.
20. Whereas the district mission includes fostering lifelong learning and Associate of Arts and Bachelor of Arts/Science degrees are credited for initial salary placement, current support staff employees will receive wage consideration if they complete an A.A., paraeducator certification or B.A./S. degree that is related to their employment during their employment. The wage incentive will be granted only if the initial wage placement did not provide credit for that or similar education. Employees who are on the first six steps will receive one step advancement for an A.A./paraeducator degree and a total of two steps advancement for a B.A./S or a combination of A.A. and paraeducator certification. (One if an advancement has already been provided for an A.A. degree.) If an employee is beyond step six but below the maximum wage, an hourly wage increase equal to a step increase for the job classification and job level will be granted as provided above. Said wage incentives are provided in addition to any other wage adjustment. The wage incentive will be effective with the contract year immediately following the granting of the degree. Mid-year wage adjustments will not be made. In no event will the wage incentive allow the employee's hourly wage to exceed the maximum wage for the job classification and level as indicated on the Support Staff Salary Schedule.

### **Criteria for Initial Placement**

The following criteria will be used for determining the placement of new employees on the support staff salary schedule. District rules provide for recognizing and rewarding previous education and experience beyond the minimum levels. It should be noted that the following guidelines will be effective from this time forward. They have been followed in the past, but will henceforth be followed more strictly.

1. An employee meeting the minimum educational and experience requirements will be placed on step 1 of the proper level as the starting salary.
2. An employee completing a two year post secondary-level-program in a related area would receive credit to be on step two. "Related area" would include preliminary education classes for student aides or business training for secretaries.
3. An employee completing a four year degree in a related area would receive credit to be on step three. "Related area" would include certification or special training in the area with "education" being an area. Certified teachers employed as classroom aides would start on step 3 even without experience.
4. Employees with specific related experience will receive initial salary placement consideration for that experience. An employee with two years experience in a related area will start on Step 2. Employees with four years experience will start on Step 3. Each two years experience beyond Step 3 will add a step up to step 6. A year is defined as at least 500 hours of employment in a school year. "Successful" completion will be defined by the past and present employer. Volunteer efforts and lesser work amounts may help a person establish a work record to increase their chances of employment but will not qualify for experience credit.
5. New employees will not start above the sixth step on the revised salary schedule without specific board approval and without proof of labor supply and demand and quality concerns.
6. The influence of an applicant's current salary attempting to change employment to the school will be a factor in deviating from these guidelines only if labor supply and demand and quality concerns in the available pool of employees is documented.
7. "Related Areas" will be more thoroughly defined as we document each new employee's record and salary. Consistency in applying these guidelines will be a goal.
8. The person in charge of interviewing and selecting employees will complete the form and submit it to the superintendent who will determine the initial employment salary as per the above guidelines and definitions.

### **Suspension/Discharge**

A non-certified employee may be suspended with or without loss of pay or benefits pending an investigation into charges against the employee for disciplinary purposes, or pending the commencement of discharge proceedings. It shall be at the superintendent's discretion, pending an investigation, to suspend a non-certified employee. Only the board has the authority to discharge employees.

### **Tax Shelters**

The board authorizes the administration to make a payroll deduction for non-certified personnel's tax shelter annuity premiums from the companies or program chosen by the board and collective bargaining unit. Non-certified employees wishing to have payroll deductions for tax shelter annuities shall make written request to the superintendent 30 days prior to the regular payroll date of appropriate remittance.

### **Non-Certified Personnel Salary**

The board shall establish wages for non-certified personnel positions considering such factors as the budget of the district, the mission of the district, the experience of the employee, training required for the position, and other considerations deemed relevant by the board.

The board shall establish wages for each non-certified/non-exempt employee compensated on an hourly basis considering such factors as the budget of the district, the mission of the district, the experience of the employee, training required for the position, and other considerations deemed relevant by the board. These employees, whether full or part-time, permanent or temporary, will be paid no less than the prevailing minimum wage.

Each non-certified/non-exempt employee, paid on an hour-by-hour basis, must keep track of all hours through the Frontline Timeclock System. Failure of the employee to maintain or falsification of a daily time record will be grounds for disciplinary action or discharge.

Whenever a non-certified/non-exempt employee must work more than 40 hours in a given work week, that person is compensated at one and a half (1-1/2) times their regular hourly wage rate. This compensation is in the form of overtime pay or compensatory time. Overtime will not be permitted without prior authorization of the supervisor.

It is the responsibility of the board secretary to maintain wage records.

The superintendent shall make a recommendation to the board annually regarding wage for non-certified positions. The board may, based upon recommendation of the superintendent, withhold wage increases due to budget or disciplinary reasons.

### **Timeclock Guidelines**

#### **Fair Labor**

The following guidelines will normally be followed. If in doubt, clarify the rules with your director/principal. These guidelines were developed in compliance with Fair Labor Standards and board policy. In the event of an inadvertent error or misinterpretation in these guidelines, the law or policy will prevail.

1. Hours of work will be tracked in the Frontline Time & Attendance program. Employees will submit hours by “clocking in” in their assigned building at the beginning of each shift and “clocking out” at the end of each shift.
2. Each employee is responsible for ensuring the accuracy of records of hours worked. You are required to report the actual hours worked rounded to the nearest 1/4 hour.
3. Extra hours are not to be worked, except in emergency situations, unless directly authorized by your director/principal.
4. Time off from work (Comp time) will normally be used to compensate those working extra hours.
5. The normal work week starts Sunday and ends Saturday for time and one-half calculations.
6. Extra hours in excess of a total work week of 40 hours will be compensated with time off 1 1/2 times the hours worked. If additional salary is paid in lieu of comp. time, 1 1/2 times the regular salary will be paid only when the total work week exceeds 40 hours. (Temporary work outside the normal job duties that, when combined with normal job duties exceed 40 hours, may not be eligible for 1&1/2 times pay.)
7. Employees eligible for and selecting 12 or 24 equal payments per year must indicate hours above or below the contracted hours on the timesheet.
8. Paid holidays, vacation days, sick days, etc., are automatically logged in the Frontline system to ensure appropriate pay. These times do not count towards the 40 hours per week over time due, if the employees are to be paid for their absence, i.e. holiday, vacation day, or other paid leave. Employees who work different hours each day will be credited with the number of hours they are normally scheduled to work on the day they missed.
9. Accumulative total of comp. time hours accumulated or owed, will be maintained in the Frontline system.

10. Comp. time should be taken as soon as possible. Arrangements should be approved by the director/principal. Comp hours are to be used within the year.
11. Employees are responsible for the accuracy of the hours they are reporting. Deliberate falsification of records (i.e. asking another individual to “clock in” for the employee or falsely reporting the time for a “missed punch”) will result in discipline and will likely result in discharge. Inadvertent errors should be reported to the director/principal as soon as possible.

#### Other Work Rules: (Not Fair Labor Standard Rules)

1. Employees working 4 hours per day or more should take a paid work break, maximum length of 10 minutes, near the middle of each 4 hour work period.
2. While attending meetings outside the district, wage employees will be paid a reasonable travel time, even beyond their normal work day, if their attendance is at the district's request. If their attendance is at the employee's request, neither riding time nor travel time will normally be paid beyond the normal work day. Meal reimbursement arrangements should be made in advance. Employees attending meetings at the district request will normally be reimbursed meals in accordance with the procedure outlined in the "Business Procedure Manual" and meal reimbursement for those attending at their request will depend on the purpose and nature of the meeting.
3. Employees receiving the Section 125A monthly benefit who do not opt for equal payments will have their summer obligations for insurance and other pay-roll deductions withheld from their June paycheck.
4. Lunch is not paid time unless the employee is assigned duties or is allowed to work during lunchtime. Lunchtime that is frequently and regularly interrupted by work duties would be considered paid time.

### **Transfers**

A transfer may be initiated by the employee, the employee's direct supervisor, the principal, administrative team, or the superintendent. The superintendent shall make recommendations to the board regarding the transfer of the non-certified employees. All transfers shall be at the discretion of the board and approved by the board.

### **Transporting Students**

Generally, transportation of students shall be in a motor vehicle owned by the school district and driven by a school bus driver. In some cases, it may be more economical or efficient for the school district to allow another employee of the district to transport the student in their personal motor vehicle or in a school district motor vehicle, other than a school bus. In the event of an accident when an employee or volunteer is using their personal vehicle, the district's liability coverage is significant if the driver is liable. If the driver is not at fault there is no coverage from the district auto policy. The driver would need to rely on their personal policy for all damage (medical, physical damage, uninsured or under-insured).

District employees who transport students in school owned vehicles other than on the regular bus route for school purposes must have completed a transportation request and have received permission from the building principal and the director of transportation. Transportation of students using privately owned vehicles must receive administration approval except in cases of an emergency.

Travel compensation for use of personal motor vehicle will be followed according to the rate specified in the district's board policy.

### **Travel Compensation**

School district personnel traveling on behalf of the school district and performing approved school business will be reimbursed for their actual and necessary expenses. Authorization for the trip must be approved by the principal, supervisor, or superintendent.

Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed receipt, indicating the date, purpose and nature of the expense for each claim item.

Reimbursement for actual and necessary expenses for travel outside the school district will be limited to the pre-approved expenses. Pre-approved expenses for registration are limited to the actual cost of the registration.

It shall be the responsibility of the administrative team to determine whether requested trips are appropriate school business.

### **Use of School Property**

School equipment is to be used on school premises. School equipment should never be removed from the school building without the direct permission of the principal or supervisor.

### **Vacations/Holidays**

The board shall determine the amount of vacation and holiday leave that will be allowed on an annual basis for non-certified staff.

Vacation for non-certified personnel who are scheduled to work 12 months a year i.e., fifty two weeks, 5 days per week, will be five work days after the first full year of employment. All paid vacations are based on the number of scheduled hours of work or a maximum of 40 hours per week.

After three years of employment, ten days of vacation will be granted. After eight years of employment, fifteen days will be granted and after sixteen years of employment, twenty days will be granted. All vacation amounts specified in this policy are based on continuous, uninterrupted employment.

Vacation days may be taken any time during the school year, provided the vacation will not disrupt the operation of the school district. The employee must submit a vacation request to the superintendent and immediate supervisor and it shall be at the discretion of the superintendent to grant or deny the vacation request if it is determined that the absence will disrupt the operation of the school.

Paid holidays for non-certified personnel are: New Years Day, Good Friday, Memorial Day, Labor Day, Thanksgiving Day, Christmas Day. Employees contracted to work through the summer will also receive the Fourth of July as a paid holiday.

### **Work Assignments**

It shall be the responsibility of the superintendent to make recommendations to the board regarding the assignment of non-certified employees. The board may approve assignments of non-certified employees for the upcoming year.

## **Building and Grounds Department**

The Board of Directors will provide a new uniform including pants and/or shirts up to a value of forty dollars per year for veteran employees. New employees will receive a minimum of three new district provided shirts. Employees will wear the prescribed uniform while working, when the nature of their work will permit, and so far as possible, will keep the person and the clothes clean and neat.

### **Custodians**

All custodians are jointly responsible to the Director of Buildings and Grounds and the administrator in charge of the building in which the custodian works. Cases of conflicting orders shall be worked out by cooperation between all parties. If this fails, the superintendent of schools shall adjudicate the dispute.

The annual evaluations will be conducted by the department head of buildings and grounds and the building principal will have input in the evaluation.

Custodians shall make no purchases of supplies, materials, or equipment except as authorized by the Director of Buildings and Grounds or the administrator in charge of building. It is recommended that each custodian shall attend basic school custodial-maintenance courses as directed by the Superintendent of Buildings and Grounds. All fees and expenses connected with these courses will be assumed by the employer.

Custodians and maintenance personnel will be reimbursed for initial State Mandated Licensing and renewals of this licensing.

## **Food Service Department**

In addition to the salary schedule as revised, food service employees will receive a \$.25 per hour incentive for attaining and maintaining food service certification/sanitation training. Individual contracts and wages will be adjusted only during the August board meeting. Employees eligible to start receiving this incentive must have all the necessary training completed and the recommendation of the food service director completed by the first Tuesday in August.

The Support Staff Salary Schedule Maximum Wage shall refer to food service employees base wage disregarding the certification incentive.

Employees who do not maintain the proper level of food service/sanitation certification, will not continue to be eligible for the incentive.

Employees who are assigned a split shift, i.e., a breakfast and lunch shift with an extended unpaid time between the two shifts, will be provided a split shift differential of \$.20 per hour in addition to the salary schedule and board adopted wage information.

## **Summer Athletic Workers**

Temporary Summer Employees may be hired to work summer athletic events. These positions are non-contracted. These positions will not receive any annual step increase or percentage increase.

- Summer Athletic Ticket Taker: \$12.00 per hour (if not an assigned as an extra duty)
- Softball Concession Stand Manager: \$12.00 per hour
- Baseball Scoreboard Operator: \$20.00 per game
- Baseball PA Operator: \$20.00 per game

## **Transportation Department**

### **Extra Driving and Other Provisions**

The Centerville Community School District will adhere to the following provisions for extra driving trips.

- a. Time spent driving for extra trips will be paid at the employee's regular contract rate established by the Board annually. This means drivers missing their regular routes due to driving extra trips will be paid at their contracted hourly rate for any driving hours. They will also be paid at their regular rate for non driving time. Drivers will not be paid for their regular route if they miss their regular route to drive an extra trip.
- b. On over-night or extended driving trips, drivers will normally be paid until 10:00 P.M. with their day starting at 6:00 A.M. and are not to drive more than that except in unusual situations. The intent of this provision is to pay drivers for the time of their trip up to sixteen hours per day. Maximum includes sit time.
- c. Meals will be reimbursed up to a per meal limit established by the board annually, upon submittal of proper receipts or records. (Refer to Business Procedures for more detail.)
- d. Time sheets should reflect the actual trip time. The transportation director will add 30 minutes to the time sheets for trip preparation and record keeping.

The following reimbursement rates will be established.

#### **Driving Rate**

- a. Driving time in excess of regular route time @ individual contract rate (driving time rounded to the nearest 1/2 hour/This provision should not be interpreted as double pay if the route was missed).
- b. Extra time/non driving time will also be @ individual contract rate
- c. Per Meal reimbursement rate (upon submittal of receipts). \$7.25 Per Meal

Other reimbursement rates include but are not limited to

1. Regular meetings or bus inspections are to be reimbursed at the hourly rate for drivers. Rules for rounding time should be followed.
2. If a driver arrives at the designated loading site before being informed that the extra trip was canceled, the driver will be paid for two hours at the individual contract rate or the time scheduled for the trip, whichever is less.
3. In lieu of the driver's incentive, each driver will receive an attendance incentive of \$1.25 per day for every day of driving both morning and evening routes, or combination of morning or evening route plus replacement of an activity trip. The incentive for days driven prior to December 1 shall be paid on the December 20 paycheck and the incentive for days driven between December 1 and the end of the school year will be paid on the June 20 paycheck.
4. Drivers are reimbursed for physical exam costs as per board policy. Drivers are reimbursed the full amount by bringing in a receipt for the individual's out of pocket cost for the physical.
5. New Driver – will receive contract rate of pay to ride a route with a regular driver for the purpose of training only one time. There will be no pay for extra training on the same route unless the route has changed or sufficient time has lapsed since the last training.
6. Flat fee for Americorps of \$20.00 per route, per day.

### **Operation of School Buses During Inclement Weather**

The decision to operate the buses during inclement weather is to be made by the Superintendent after consulting with the Director of Transportation. If, however, inclement weather develops after the bus routes are started, the individual bus driver must decide if there is sufficient visibility to make the bus stop safely or not. Bus drivers who feel road conditions have degenerated beyond safely completing the route should contact the transportation director.

## **Commercial Driver's License**

### **New Driver Reimbursement**

Costs occurred in the process of acquiring a CDL, or endorsements required to transport school children, including the out of pocket cost of a CDL physical after producing a paid receipt. Adequate proof of successful issuing of the license and actual costs of the license shall be submitted to the Director of Transportation prior to the director submitting the payment to the board for audit and approval as part of the routine bill approval process. In the case of some training programs and, with the approval of the Superintendent, the district can pay for the CDL coursework in advance of the training to be reimbursed by the prospective employee if they do not successfully obtain the CDL license and work at least one day for the district within six (6) months of completion of the coursework.

### **Renewal Driver Reimbursement**

Retroactive to the licensing period for the 1991-92 school year, and henceforth until changed by board action, regular and substitute bus drivers who renew their Commercial Driver's License (CDL) necessary for the operation of the school transportation fleet, will have the cost of the CDL reimbursed. Adequate proof of successful issuing of the license and actual costs of the license shall be submitted to the Director of Transportation prior to the director submitting the payment to the board for audit and approval as part of the routine bill approval process.

### **Drug and Alcohol Testing**

Employees or employee applicants who will operate a school vehicle, defined as a “commercial motor vehicle”, are subject to pre-employment drug testing prior to being allowed to perform a safety sensitive function using the school vehicle. In addition, employees will be subject to random, reasonable suspicion, post-accident, drug and alcohol testing. Employees operating school vehicles will not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy are subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform a safety-sensitive function as it is defined in the administrative regulations. Employees with questions about the drug and alcohol testing program may contact the transportation director at the Fleet Maintenance Facility located at 300 W. Franklin, Centerville IA 52544.

Employees who violate the terms of this policy may be subject to discipline up to and including termination at the discretion of the school district. Employees who violate this policy, as a condition of continued employment, may be required to successfully participate in a substance abuse evaluation and, if recommended, a substance abuse treatment program. Employees required to participate in and who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program will no longer be allowed to operate a commercial motor vehicle owned by the school and in addition, may be subject to discipline up to and including termination.

The district will make available access to the Department of Transportation's website to employees operating school vehicles for regulations concerning this policy.

### **Transportation of Special Needs Children**

In some cases the handicapping condition is so severe the student may not always be able to make the best judgment about their own health and safety. In those cases the driver should be made aware of the student's problems and handicapping condition and should exercise special care when transporting the child.



The Centerville Community School District developed the following as guidelines for handling the most common problems encountered in transporting students with severe special needs. These guidelines cannot predict all possible situations nor unique circumstances where common sense should prevail over these general guidelines.

1. If special needs students board the bus dressed improperly on extremely cold days, drivers should have the student get on the bus and contact the transportation director's office by radio and inform them of the situation. The transportation director's office should telephone the appropriate school and forewarn them the bus is bringing in a student who may need to have someone meet the bus. The school building administrator will be responsible for making any necessary contacts with the home. If the problem is persistent, the driver should discuss the problem with the building administrator and the transportation director. This does not imply that a contact with the office has to be made every time a student boards your bus without warm enough clothes, in your opinion, for the weather. It does mean that the office should be contacted immediately if the student's dress is such that the student's health or life is in imminent danger because of the weather.
2. If special needs students are not prepared to board the bus within a reasonable amount of time after the bus arrives on schedule, the bus driver should try to alert the house without disturbing the neighbors. If possible to watch those on the bus at the same time, the driver should go to the door. If this becomes necessary a second time in the same semester, the driver should contact the transportation department who will inform the parents in writing, that we can not wait nor attempt to alert them again that semester. If the child is not ready to board the bus in a reasonable amount of time, the parent will be responsible for transporting the child that day. All on the bus route expect the bus to adhere to a reasonable schedule. It could be extremely disruptive to the other homes if the bus arrival time is erratic because of the inability of earlier stops to have their children ready to board the bus.
1. If special needs students have no one at home when delivered at the end of the school day and if the student could not reasonably be capable of caring for self without supervision, the driver should contact the transportation department by radio who will contact the school to make sure no special orders were left. The driver should keep the child on the bus and continue the route attempting to deliver the child home again at the end of the route. If the problem is persistent, the parent, the principal, the driver and the transportation director should review alternatives. Alternative plans such as delivering the child to the Department of Human Services should be developed and the home informed of the alternative and the necessity for it. If the home believes the child can care for self without immediate supervision, they should so indicate they want their child left at home and absolve the district of all responsibility in writing. Copies of the release should be sent to the driver, transportation director, and the school administration. (The driver should still make sure the child can get in the house and should check with the building administrator to see if the parent expectation for the child caring for self is realistic.

### **Reporting Child Abuse**

Board Policy 402.2 Reporting Child Abuse: "To comply with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. Employees are encouraged, and licensed employees are required as mandatory reporters, to report alleged incidents of child abuse of which they become aware within the scope of their professional practice. The definition of child abuse is in the accompanying regulation.

When a reporter suspects a student is the victim of child abuse, the mandatory reporter shall orally or in writing notify the Iowa Department of Human Services. If the reporter believes the child is in immediate danger, the local law enforcement agency shall also be notified. Within forty-eight hours of the oral report, the reporter shall file a written report with the Iowa Department of Human Services.

Within six months of their initial employment, mandatory reporters shall take a two-hour training course involving the identification and reporting of child abuse. The course shall be re-taken at least every five years.”

All certified staff shall receive in-service training relating to identification and reporting of child abuse.

### **Level I Investigator**

The Code of Iowa, Chapter 235 A.3 requires all certified school employees to report suspected child abuse to the appropriate authorities.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators shall be listed in the student handbook, published annually in the local newspaper and posted in all school facilities. The Level I investigators are Julie Caraccio and Anne Morgan. The Level II investigator is the person who has experience in the legal system/investigative skills per the expectations of the law when it is deemed necessary and Anne Morgan as the alternate.

### **Processes to Help Resolve Differences Between Parties**

The Area Education Agency serving this district provides for a process to aid parties in resolving differences. This service is called:

Resolution Facilitator process. This involves using a Resolution Facilitator (impartial person) who is trained in mediation. The process may be requested to address issues between educators (district or AEA) and parents of general education, Section 504, or special education students. It can also be used between other parties involved with the district. The Resolution Facilitator will assist you in resolving differences by talking them out. The process helps make clear what the problems really are and helps everyone involved work toward an agreement which is acceptable to all. The Resolution Facilitator may be someone from within the AEA who is considered impartial to the conflict or may be selected from outside the AEA. Additional information can be requested by contacting the Special Education Director at 641-856-0672 or the Resolution Facilitator contact at Great Prairie AEA by calling 1-800-622-0027, ext. 310.

The Iowa Department of Education provides a process for issues involving special education:

Preappeal Conference. Instead of a due process hearing or formal mediation, this mediation option is designed to be a less stressful, less formal process. It is voluntary for all parties and involves the use of a trained, impartial mediator who contracts with and is assigned by the state Department of Education. The process helps make clear what the problems are and helps everyone involved work toward an agreement which is acceptable to all. For more information, contact the Special Education Director at 641-856-0671. A copy of the model form is available in the Procedural Safeguards Manual for Parents or view the manual on the DE website: <https://www.educateiowa.gov/documents/preschool-programs/2013/08/2013-procedural-safeguards-manual-parents-rights-children-ages>.

## **Appendix A**

### **Business Procedures**

#### **Expenses/Travel Reimbursement Guidelines**

Administrative approved expenses will be reimbursed to the individual upon submission of the appropriate documentation:

**Lodging:**

Invoice from hotel including name of facility, dates of lodging, rate per date per room, name(s) of those in room

Personal expenses such as spouse lodging, movie rentals, etc., shall be clearly identified on the hotel charge and reimbursed by the employee. An attempt should be made to take care of these personal charges before leaving the lodging. The board requires staying at moderately priced or budget priced motels. Exceptions must be approved in writing by the superintendent.

**Travel:**

Auto mileage showing the date(s), destination, miles driven, amount due based upon current district rate.

Parking expenses will be reimbursed if provided with a receipt.

Auto rental/airline reimbursements will be based upon invoice data from provider which must include date of service, person(s) transported, cost of service.

**Meals:**

Restaurant itemized receipt, or credit card slip, showing total of bill and items purchased.

The district will not compensate for alcoholic drinks.

When other than approved district officials are included in the receipt total, the names and exact amounts of each meal are to be identified with reimbursement for district officials only.

A maximum of \$40.00 per day will normally be reimbursed for meals. Exceptions (such as a banquet incorporated into a conference program) may be presented to the Superintendent for individual review.

In-District meals will be reimbursed or provided during the course of meetings/programs, when a specific district purpose can be documented, or when the normal lunch period is compressed to accommodate the schedule. Food may be served before or after school in lieu of extended contract payments. Documentation (list of participants/minutes/notes/summary of meeting) is to accompany the claim for reimbursement.

The cost of out-of-district meals will be reimbursed in full if included during an overnight trip. If the meal(s) were not included during an overnight trip, the meal(s) will be reimbursed as income subject to all withholdings.

#### **Expenses of Supplies and Materials:**

Process purchase requisition through appropriate administrative source for submission to the business office where a district purchase order will be sent to the vendor.

Small amount items may be picked up from local businesses with a local purchase order available from the building principal. A copy is provided to the local business and another to the school business office. Some local businesses have different procedures. See your building principal or supervisor for details.

Purchase the item with personal funds and submit the original receipt to the appropriate administrator. If the administrator approves paying for the item with district funds, submit the receipt to the business office for reimbursement.

- \* Vendor receipts are required for all reimbursements. Occasional charges lacking vendor receipts may be presented to the Superintendent for individual review. A written description of the charge(s) including the reason(s) supporting the lack of documentation must accompany the request for payment to the Superintendent.

#### Purchase Orders

A. Regular Purchasing Procedure: Purchase Requisitions must be written for every purchase, repair or service made by employees of the School District prior to the purchase, repair or service. From this requisition the principal's office will type a Purchase Order or prepare an electronic P.O. That Purchase Order will be sent to the superintendent for approval and mailing to the company. Paper copies of the electronic purchase order will be distributed to the same individuals that receive the pre-printed copies. The purchase order is distributed as follows: the white copy is mailed to the vendor, the green copy is encumbered in the accounting purchase order file, the yellow copy is filed in numerical order, and the pink and goldenrod copies are returned to the principal and teacher.

B. Local Purchase Orders: Each school has a supply of local order forms. They may be used for any approved in-town purchase made by employees only. Student purchases will not be authorized nor approved for payment. The procedure is:

1. Fill out the order form in triplicate indicating what is to be purchased and what account is to be charged. Be sure to sign, date, and secure your supervisor's signature.
2. Distribution of copies:

White copy -- Give to the vendor when purchase is made and ask that copy be attached to the sales slip to be sent to the Superintendent's office to be paid. Sign the sales slip if the merchant requests it. Don't get a sales slip. Leave all sales slips with the merchant.

Pink copy -- employee's copy.

Yellow copy -- Return to Business Office.

The vendor is to send invoices directly to the Business Office when items are charged. If the employee receives the invoice or the cash register slip, make sure it is attached to the white copy of the order form. Local purchase order will not always be required for the purchasing of concession stand supplies.

PLEASE SEND SPECIAL ORDER FORMS AND ACCOMPANYING INVOICES TO THE BUSINESS OFFICE AS SOON AS POSSIBLE AFTER THE PURCHASE IS COMPLETED TO EXPEDITE PAYMENT.

C. Emergency Orders: If there is an emergency order that needs to be placed out of town, a signed requisition detailing all needed information may be brought to the Business Office and at that time a Purchase Order can be called in to the vendor.

#### Purchase/Bid Procedures

The "Business Procedures Manual" in the principals' offices explains these procedures in more detail. The following is a brief summary of the procedures involving specific dollar amounts. Refer to the "Business Procedures Manual" or contact an administrator if in doubt.

Order Amount:

\$0-\$1,000	Order with purchase order bearing superintendent's signature.
\$1,000-\$10,000	Consult with business office to determine who will be involved and who will complete specifications and collect written bids.
\$10,000 - \$75,000	Superintendent shall receive proposals, quotations, or bids for the goods and services to be purchased prior to board approval. The quotation process may be informal, and include written or unwritten quotations.
Exceeding \$75,000	Competitive request for proposal (RFP) or competitive bid process shall be used and received prior to board approval. RFP's and bids are formal, written submissions via sealed process.
Statutory Min. Required by the State	The Iowa Code requires schools to let certain contracts out for competitive bidding, including contracts for construction and repair, labor and materials on public the sale or lease of school property, and the lease or purchase of equipment, buildings or real property. For this narrow list, state law is more prescriptive than our general procedures. The most recent updates to Iowa Code will be followed for exact details.

The school district should adopt specifications and a proposal form contract for public improvement projects costing more than the statutory minimum. The minimum amount required by law must be observed in good faith. In calculating the total amount of the bid, the school district may not divide the work into several contracts with each amount falling below the statutory minimum required for competitive bidding.

After tentatively adopting the proposed plans and specifications for a public improvement, the school district shall fix a time and place for a hearing on the proposed plans, specifications and form of contract to be used and the proposed cost of the project. The district must give notice of the meeting by publication at least ten days before the hearing.

An invitation for bids shall be published according to law. The specification hearing and the bids hearing may be held at the same time.

#### Reimbursement for Expenses/Use of School Credit Card

When employees travel or incur other expenses that are to be reimbursed by the district, the procedures summarized below apply:

1. Advance approval of the building principal/administrator is required for the district to reimburse expenses. The employee using the credit card should have a clear understanding of what expenses are to be reimbursed by the district and of any limitations on those expenses.
2. Documentation of the expenses and a brief explanation of the expenses is required. Include the actual receipts with your claim for reimbursement and a brief explanation of the purpose of the expense and of the person for whom the expenditure was made. Credit card slips and vendor supplied receipts shall be promptly submitted to the business office with appropriate authorization. Documentation is to include the name, service provided, and purpose of the expense. Charges for personal use are prohibited. Reimbursement for that incidental expense shall be included with the documentation when submitted to the business office. Credit cards are to be signed out in the Administration Office and returned promptly.

3. Any use of the credit card on a website must be done at the Administration Office and have prior approval by the Superintendent.

## **Appendix B**

### **Controlling Occupational Exposure to Bloodborne Pathogens**

The bloodborne pathogens plan is included. It is imperative that employees follow proper precautions to minimize exposure to bloodborne pathogens. All employees have been trained in proper procedures. New employees are trained early in the employment period. Current employees who want to review the precaution procedures may contact the school nurse for the training schedule.

#### **A. Exposure Control Plan**

The Centerville Community School District shall establish a written exposure control plan to eliminate or minimize district occupational exposure to bloodborne pathogens and to meet the requirements of the Department of Labor, Occupational Safety and Health Administration, 29 Code of Federal Regulations (CFR), Part 1910.1030. The district exposure control plan shall include: exposure determination, schedule and method of compliance, provision for plan copies to be accessible and available upon request, and the review and updating of the plan.

#### **B. Exposure Determination**

The school district and each building shall identify the following classifications of employees who in the performance of their duties may have:

1. reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials such as blood, semen, vaginal secretions, internal body fluids, and body fluids visibly contaminated with blood, and
2. reasonably anticipated contact with all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

The exposure determination shall be made without regard to the use of personal protective equipment. The list of employees and tasks and procedures in this exposure plan includes:

1. A list of job classifications in which district employees in those job classifications have occupational exposure (team members);
2. A list of job classifications in which specific building employees have occupational exposure (individual building team members); and
3. A list of all tasks and procedures or groups of closely related tasks and procedures that are performed by employees in job classifications listed in which occupational exposure occurs.

#### **C. Schedule and Method of Compliance**

The plans for methods of compliance (universal precautions, engineering and work practice controls, personal protective equipment, housekeeping), hepatitis B vaccination and post-exposure evaluation and follow-up, communication of hazards to employees (labels and signs and information and training), and record keeping follow.

#### **D. Post-Exposure Evaluation and Follow-Up**

Following a report of an exposure incident, the district shall make immediately available to the exposed employee, a confidential medical evaluation as specified in the standard. Follow-up of the incident shall include documentation of the route(s) of exposure, the circumstances surrounding exposure incidents, failures of control at the time of the exposure incident, and other elements as specified in the standard. It is recommended that employees who have an unexpected exposure and are not listed in the exposure determination follow the procedures outlined in the post exposure plan.

E. Copies of the Plan

A copy of the plan will be provided to all district employees and is available for examination and copying by other persons upon request.

F. Plan Review and Update

The plan shall be reviewed and updated annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

### **Appendix C**

#### **Family and Medical Leave Notice to Employees**

##### **Your Rights under the Family and Medical Leave Act of 1993**

FMLA requires covered employers to provide up to 12 weeks (26 weeks for military caregiver) of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

**REASONS FOR TAKING LEAVE:** Unpaid leave must be granted for any of the following reasons:

- to care for the employee's child at his/her birth, or placement for adoption or foster care; to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or for a serious health condition that makes the employee unable to perform the employee's job.
- because of a qualifying emergency arising out of the fact that my spouse, son or daughter, or parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
- because I am the spouse, son or daughter, parent or next of kin of a covered service member with a serious injury or illness.

**ADVANCE NOTICE AND MEDICAL CERTIFICATION:** The employee may be required to provide advance leave notice and medical certification. Taking leave may be denied if requirements are not met.

The employee ordinarily must provide 30 days advance notice when the leave is foreseeable.

An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

**JOB BENEFITS AND PROTECTION:**

For the duration of FMLA leave, the employer must maintain the employee's health coverage under any group health plan. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

UNLAWFUL ACTS BY EMPLOYERS: FMLA makes it unlawful for any employer to:

interfere with, restrain, or deny the exercise of any right provided under FMLA;  
discharge or discriminate against any person for opposing any practice made unlawful by FMLA or  
for involvement in any proceeding under or relating to FMLA.

ENFORCEMENT:

The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.

An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FOR ADDITIONAL INFORMATION: Contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor.

### **Substance Free Workplace Notice to Employees**

EMPLOYEES ARE HEREBY NOTIFIED it is a violation of the Substance-Free Workplace policy for an employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and Iowa Code Chapter 204.

"Workplace" is defined as the site for the performance of work done in the capacity as an employee. This includes school district facilities, other school premises or school district vehicles. Workplace also includes non-school property if the employee is at any school sponsored, school approved or school related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Employees who violate the terms of the Substance-Free Workplace policy may be required to successfully participate in a substance abuse treatment program approved by the board. The superintendent retains the discretion to discipline an employee for violation of the Substance-Free Workplace policy. If the employee fails to successfully participate in such a program the employee shall be subject to discipline up to and including termination.

EMPLOYEES ARE FURTHER NOTIFIED it is a condition of their continued employment that they comply with the above policy of the school district and will notify their supervisory of their conviction of any criminal drug statute for a violation committed in the workplace, no later than five days after the conviction.



## **Appendix D**

### **Professional/Ethical Use of Technology**

#### **Telephone**

- ☐ Primary use of the telephone should be for school-related business.
- ☐ All current practices and policies still apply regarding personal costs for use of school district telephones.
- ☐ Exchange of information involving school district phone lines and equipment should be conducted professionally, ethically and legally.
- ☐ During instructional time, the phone system should be on voice mail.
- ☐ There should be no long distance capabilities in the classroom.
- ☐ Personal use of the telephone or cell phones should be limited to an as needed basis, with business that cannot be accomplished outside the contracted day.
- ☐ Personal use of the telephone should coincide with the least disruptive part of the individual's contracted hours.
- ☐ Student use of a classroom phone should be limited to class-related business.
- ☐ Check your voice mail daily.

#### **Use of Internet**

- ☐ Internet access is intended to be used for educational purposes that are in the best interest of students, staff and the district, remaining consistent with the Centerville Schools goals and objectives.
- ☐ Internet access should be used for professional and educational use only during the contracted school day.
- ☐ On-line etiquette is to be practiced by all staff.
- ☐ Inappropriate sites should not be accessed intentionally.
- ☐ Game use should be limited to those that are educational and used as part of the curriculum.
- ☐ Games can cause networks to operate slower, interfering with network use by others.
- ☐ Downloads can bring with them a risk of computer viruses. Any downloading of software should be done only with administrative/designee approval.
- ☐ No chat rooms.
- ☐ Web pages or bulletin boards should be constructed to professionally reflect the school district beliefs, goals and objectives. The approval process for any Web pages will be through your building principal.
- ☐ These Web pages should not be used to promote the personal interest of any staff.
- ☐ Sites should not be used to post private or confidential information about staff or students.
- ☐ Staff should observe copyright restrictions and give credit where applicable.
- ☐ Plagiarism of any information is not acceptable.
- ☐ During instructional time, Internet use should be limited to the lesson being researched or instructed.
- ☐ During non-instructional contract time, the Internet can be used to access information for professional use as related to the staff member's job.
- ☐ Outside of contracted time, the Internet can be used for professional or personal use as long as it doesn't interfere with the operations of the network system.
- ☐ Staff will be made aware that a tracking system exists to monitor Internet sites accessed.
- ☐ *The use of social media during the work day by employees is prohibited except in circumstances in which the employee is acting as a representative of the school to monitor or update district social media accounts.*
- ☐ *Staff are prohibited from engaging in social media contact with students who are not a member of their immediate and extended family.*

#### **Use of E-mail**

- ☐ E-mail should be used as a business tool for quick communications.

- ☐ Its use should be mostly professional with limited personal use.
- ☐ During contracted time, e-mail will be used for professional use only.
- ☐ Staff should avoid sending chain letters or joke messages.
- ☐ Messages should not contain profanities or language that is generally offensive, defamatory, harassing or threatening to another individual or group.
- ☐ The rules of netiquette will be followed by all.
- ☐ During non-contracted time, e-mail may be used for professional or personal reasons as long as it doesn't interfere with the operations of the district.
- ☐ Each employee will be provided with an AEA e-mail address.
- ☐ That e-mail address will be considered the educational address for staff.
- ☐ If a computer is available in the classroom that has e-mail capabilities, staff will be expected to use and check daily this AEA address for professional communications.

#### Use of Computers, Software, Games, etc.

- ☐ Games will not be on school district computers unless they have an academic or learning intent.
- ☐ Software will adhere to all copyright regulations of the district and owner.
- ☐ Computer use will be limited during instructional time unless it applies to the class or instruction.
- ☐ Computer use during non-instructional times will be for professional use related to the job.
- ☐ Computer use outside of contracted time will be for professional use or personal use as long as it doesn't interfere with school district operations and costs are reimbursed for products used.
- ☐ No software that involves real-time instant messaging will be used on school computers. These types of software interfere with network operation.
- ☐ Invoices and receipts for software purchases will be kept for validation.

#### Privacy/Passwords/Fortress

- ☐ Use of school network is a privilege not a right.
- ☐ If these privileges are violated, administrators can take the privilege away from school employees.
- ☐ When many users are involved, security on a computer system is a high priority.
- ☐ Security measures followed by all staff should include keeping passwords private, and not leaving personal or computer passwords available in obvious locations.

#### Technologies Not Yet Known

- ☐ General principles above will be used to follow new and undetermined technologies at this point in time.
- ☐ Superintendent discretion will be used until guidelines are established.

Any staff infractions related to inappropriate use of communications technologies should be addressed by the administrator. The person who violated the rules should be addressed individually. The whole staff should not be addressed on the issue. Administrators should maintain any needed records of the incident.

Extensive staff development of computer skills is needed. Once there has been training, staff need to be able to practice applications.

**RE: Proposed Support Handbook Language (FS, Paras and C and M Unit)**

1. Special Education Aides will be scheduled for 14 hours of professional development annually with content as designated by the District Special Education Director.
2. When a student assigned to a special education aide is absent on a sporadic basis, the Principal of the building where the aide works will assign alternate work for the special education aide to perform in lieu of normal duties.
3. If a student assigned to be served by a special education aide is no longer to be served, the affected aide may displace the least senior special education aide in the District. If more than one special education aide is tied for least senior and there is to be a displacement, the Superintendent will determine which aide will be displaced and laid off. Seniority shall be defined as continuous service from first day at work with the District as an aide.

## SUPPORT STAFF SALARY SCHEDULE

BASE WAGE		\$11.97	\$2.00 increase approved by board 9/27/21 effective 10/1/21						
7/1/2023 AIDE/CUSTODIAN/MAINTENANCE/FOOD SERVICE									
2023-2024	Step>		1	2	3	4	5	6	Max
AIDES	Size								Wage
	Level I	\$0.25	\$11.97	\$12.22	\$12.47	\$12.72	\$12.97	\$13.22	\$15.07
	Level II	\$0.30	\$12.17	\$12.47	\$12.77	\$13.07	\$13.37	\$13.67	\$16.32
	Level III	\$0.35	\$12.37	\$12.72	\$13.07	\$13.42	\$13.77	\$14.12	\$18.07
	Level IV	\$0.50	\$13.72	\$14.22	\$14.72	\$15.22	\$15.72	\$16.22	\$20.82
	Step>		1	2	3	4	5	6	Max
CUSTODIAN	Size								Wage
	Level I	\$0.25	\$11.97	\$12.22	\$12.47	\$12.72	\$12.97	\$13.22	\$16.32
	Level II	\$0.35	\$12.27	\$12.62	\$12.97	\$13.32	\$13.67	\$14.02	\$19.57
	Level III	\$0.50	\$12.77	\$13.27	\$13.77	\$14.27	\$14.77	\$15.27	\$21.32
	Step>		1	2	3	4	5	6	Max
MAINTENANCE	Size								Wage
	Level I	\$0.30	\$11.97	\$12.27	\$12.57	\$12.87	\$13.17	\$13.47	\$17.82
	Level II	\$0.40	\$12.57	\$12.97	\$13.37	\$13.77	\$14.17	\$14.57	\$19.82
	Level III	\$0.50	\$12.97	\$13.47	\$13.97	\$14.47	\$14.97	\$15.47	\$24.57
	Step>		1	2	3	4	5	6	Max
FOOD SERVICE	Size								Wage
	Level I	\$0.25	\$11.97	\$12.22	\$12.47	\$12.72	\$12.97	\$13.22	\$15.82
	Level II	\$0.30	\$12.27	\$12.57	\$12.87	\$13.17	\$13.47	\$13.77	\$17.57
	Level III	\$0.40	\$12.67	\$13.07	\$13.47	\$13.87	\$14.27	\$14.67	\$19.07
BASE WAGE		\$17.50							
7/1/2021 TRANSPORTATION									
2023-2024	Step>		1	2	3	4	5	6	Max
DRIVER	Size								Wage
	Level III	\$0.35	\$17.50	\$17.85	\$18.20	\$18.55	\$18.90	\$19.25	\$23.80
	Step>		1	2	3	4	5	6	Max
ASS'T MECHANIC	Size								Wage
	Level II	\$0.35	\$13.55	\$13.90	\$14.25	\$14.60	\$14.95	\$15.30	\$19.50
	Step>		1	2	3	4	5	6	Max
MECHANIC	Size								Wage
	Level III	\$0.50	\$15.10	\$15.60	\$16.10	\$16.60	\$17.10	\$17.60	\$22.75
BASE WAGE		\$11.55							
7/01/2021 SECRETARY									
2023-2024	Step>		1	2	3	4	5	6	Max
SECRETARIES	Size								Wage
	Level I	\$0.30	\$11.55	\$11.85	\$12.15	\$12.45	\$12.75	\$13.05	\$18.10
	Level II	\$0.35	\$11.90	\$12.25	\$12.60	\$12.95	\$13.30	\$13.65	\$19.15
	Level III	\$0.40	\$12.30	\$12.70	\$13.10	\$13.50	\$13.90	\$14.30	\$19.60

**DISCLAIMER:**

**THIS HANDBOOK IS PREPARED TO BE INFORMATIONAL AND THEREBY TO ACQUAINT YOU WITH RESPONSIBILITIES, BENEFITS AND PRACTICES WHICH MAY BE APPLICABLE TO SOME OR ALL EMPLOYEES. THIS HANDBOOK IS NOT INTENDED TO CREATE ANY CONTRACTUAL RIGHTS IN FAVOR OF EMPLOYEES. THE DISTRICT RESERVES THE RIGHT TO CHANGE THE TERMS OF THIS HANDBOOK AT ANY TIME.**