

Adel DeSoto Minburn Community School District

Classified Staff Handbook

Fiscal Year 2011-12

WELCOME

Welcome! We congratulate you for having been selected to be a part of the important work of helping educate the students at Adel DeSoto Minburn Community School District.

The purpose of the Classified Staff Handbook is to explain the personnel policies and procedures under which Adel Desoto Minburn employees work and the benefits to which they are entitled. All classified employees should read this handbook thoroughly to gain an understanding of their employment relationship, and discover the philosophy and procedures of Adel DeSoto Minburn Community School District.

This handbook is prepared for informational purposes. The policies and procedures contained in the Classified Staff Handbook may be amended or updated with or without notice. It does not replace the District's Board Policies and Procedures. All employees have access to the District's current policies and procedures via the District's website at www.adel.k12.ia.us.

Please read this handbook carefully and refer to it as needed. If you have further questions, please contact your principal, supervisor or the payroll specialist, Sharon Blanchard at the Central Office.

We sincerely hope your employment with Adel DeSoto Minburn Community School District will be a long, fulfilling, and rewarding experience.

DISTRICT MISSION STATEMENT

ADM Community School District, in partnership with our communities, is committed to engaging all students in a challenging and supportive learning environment that ensures individual student success as measured by a comprehensive system of assessments.

“Experiencing Success Today, Achieving Dreams Tomorrow”

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

The Adel DeSoto Minburn Community School District shall provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment include hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district shall take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees shall be given notice of this policy annually.

The Board shall appoint an affirmative action coordinator. The affirmative action coordinator shall have the responsibility for drafting the affirmative action plan. The affirmative action plan shall be reviewed by the Board at least every two years.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the Board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board shall consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, national origin, religion, age, sexual orientation, gender identity or disability. In keeping with the law, the Board shall consider the veteran status of applicants.

DEFINITION OF CLASSIFIED PERSONNEL

Classified employees do not require teacher certification for the performance of their duties and includes the following employees:

- A. Administrative Assistants
- B. Classroom Associates/Para Educators
- C. Custodial and Maintenance employees
- D. Food Service employees
- E. Transportation employees

QUALIFICATIONS

When filling a classified position, selection shall be based on the following factors:

- A. Training, experience and skill
- B. Personality and compatibility to the team
- C. Demonstrated competency
- D. Availability of personnel with the above qualifications

The information in this handbook is divided into six categories: Workday, Workplace Rights and Responsibilities, Payroll, Benefits, Leaves of Absence and Miscellaneous.

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WORK DAY

Attendance

To accomplish the goals and mission of the District, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of work hours. Employees must notify their principal or supervisor when they will be absent. The form of notification required will be set by the supervisor or principal. Employees must complete a record of absence form (leave form) in a timely manner whenever they are absent. The leave form for an unplanned leave shall be completed on the first day back to work following the leave. Requests for planned leaves shall be completed in advance. The record of absence form (leave form) must match time recorded on time card.

If an employee is absent for three consecutive workdays without proper notification and authorization, the employee shall be considered to have abandoned his or her position and may be terminated.

An employee is expected to be at their designated work area ready to begin work at their appointed start time. Arriving late for work or leaving the job early is not acceptable. Misuse of leave procedures or the misrepresentation of reasons for leave may lead to disciplinary action.

Break Periods

Employees are entitled to and shall receive two fifteen (15) minute rest periods during a six continuous hour or longer work day; one at approximately the midpoint between starting time and lunch, and the second at approximately the midpoint between lunch and the end of the work day. Employees working less than a six (6) hour day will receive one fifteen (15) minute rest period at approximately the midpoint of the work day. Breaks not taken within the day cannot be added together to make a 30-minute break, and they cannot be combined with the 30-minute lunch period to make a longer lunch. Break periods are for the reason stated and cannot be used to makeup time.

Dress Code

Employees are encouraged to dress, groom and conduct themselves in a manner appropriate to their particular job duties and functions. Clothing should be neat, clean and in good taste. Discretion and common sense call for the avoidance of extremes, which could interfere with or have a negative effect on the educational process. Attire should help project a professional atmosphere with students, staff, parents and other visitors.

Inclement Weather

It may become necessary to delay or close schools due to inclement weather. When schools are closed because of inclement weather or emergency, classified staff members who are employed on a 12-month basis are expected to work. A twelve (12)-month employee who finds it impossible to report to work because of weather conditions shall notify their supervisor. If excused by the supervisor, the employee must use paid leave (if available) or they will receive a deduction in pay for the time missed.

Classified staff members who are employed for nine (9) months will not work on snow days. They will receive their regular salary during those times of inclement weather and will work on designated "make-up" days without additional pay.

Employees who work less than four hours per day will not work on snow days and will not be paid until the make-up day(s).

Job Duties

An employee work assignment is defined by a job description. Employees will follow the job description in the performance of their job duties. Other duties may be assigned as required to assure that programs address the needs of students and assure efficient building-level operations.

During the summer months the superintendent will assign custodial duties. Summer work assignments may not follow the job description set forth for school-year operations.

An employee is responsible for the time on the job to which he/she is assigned. Each employee must develop work habits and systems to eliminate back-tracking or poor usage of time. This requires initiative and planning on the employee's part. Do not allow students, teachers, fellow workers or other to interrupt your work with lengthy conversations; simply excuse yourself and say you have work to do.

Guidelines in the Fair Labor Standards Act state non-exempt (non salaried, hourly) employees are not to begin work prior to the scheduled start time. Employees are expected to be at their designated work area ready to begin work at the scheduled start time, and the start and stop time should be accurately reflected on timesheets.

Leaving the Building

Employees may leave the building during the work day during unpaid (lunch) break periods. When leaving your work area for more than a few minutes, please notify the administrative assistant or a supervisor that you are leaving and approximately how long you will be gone. Not only is this done as a courtesy to fellow employees, but also serves as protection for yourself should a family emergency or incident happen while you are away from the building.

Length of Day

The total number of hours worked each day for classified employees is determined by the employee's principal or supervisor. Please refer to your Employee Contract for the specific start and end times of your work day and the total number of hours you work each day. Employees should work their contracted work times and hours per day. Any deviation from that work schedule should be approved in advance by a principal or supervisor.

Lunch Breaks

Classified employees working at least six (6) continuous hours will receive a thirty (30) minute unpaid lunch period. The time established for this lunch period will be set by the employee's principal or supervisor. Duty-free 30 minute lunch periods are not counted in the total hours a classified employee works unless they are required to perform work-related duties during lunch time. Lunch periods are for the reason stated and should not be used for make-up time. Other breaks shall not be added to the lunch break to extend the time.

Visitors during Working Hours

Employee guests and children are not normally allowed at work during regularly scheduled hours or paid overtime. Employees should not bring their children to work when daycare or other supervision is not available. Special occasions may arise when it is important for a member of your family or a friend to see you during working hours, and this may be allowed at the principal's or supervisor's discretion. Such occasions should occur rarely and should not distract others or interfere with your work duties and responsibilities.

WORKPLACE RIGHTS AND RESPONSIBILITIES

Accidents

All accidents and other incidents that result in injury or damage to school employees, students or school property should be reported to the employee's supervisor and the Business Manager within twenty-four (24 hours). It is the responsibility of the employee to fully cooperate with any investigation into the occurrence.

In the event of a work-related personal injury, the employee will be asked to complete an accident report.

Employees should maintain an up-to-date emergency contact medical form in the office of the building they are employed.

Assignments & Transfers

The superintendent and administrative staff will make assignments and transfers of classified staff members based on the efficient operation and needs of the District, not a specific building or department. Transfers and assignments may be either permanent or temporary. The requests and preferences of employees will be taken into consideration in making assignments and transfers; however, the best interest of students and the efficient operation of the District will be given priority.

Code of Conduct

As an ADM employee, you have a responsibility to the District, the students, the patrons, and to fellow employees to adhere to certain rules of behavior and conduct. Actions that include, but are not limited to willful violation of any federal law, state law, or District policy, and/or any act of insubordination, dishonesty or other negligent conduct that may endanger the safety of another, will absolutely not be tolerated, and may be cause for discipline, or other negligent conduct that may endanger the safety of another will absolutely not be tolerated and may be cause for discipline or immediate dismissal.

Adherence to the following conduct rules are expected of all employees:

- **Fighting:** Any verbal or physical altercation between or among employees or others will not be tolerated.
- **Fraud:** Any deliberate deception which secures an employee unfair gain will be grounds for discipline and may be turned over to law enforcement.
- **Investigations:** Any workplace investigation conducted by administrative staff or their designee will receive the complete cooperation of all employees.
- **Reporting:** Any employee who is arrested or convicted shall report such to District administration.
- **Language:** Threatening, intimidating, interfering with, or using abusive and profane language towards others, including ethnic slurs, will not be tolerated.
- **Personal Profit:** District employees and students are to be free of coercion to purchase or contribute to any product or cause that benefits the employee personally. Employees are not to engage in soliciting or selling for personal benefit or profit.
- **Loafing, loitering, sleeping, engaging in unauthorized personal business or prolonged visiting while on duty is strictly prohibited and will result in discipline.**

- Violence in the workplace will not be tolerated in any form, and violent acts will be punished to the full extent of the law. Acts deemed violent, even if not covered specifically in board policies, may incur discipline.

Confidentiality

As a school employee, you may be entrusted with confidential student information. Written, verbal and electronic information concerning a student should be held in strict confidence. Do not discuss such information with other school employees unless it is necessary for the educational benefit and/or safety of the student. When such exchange of information is necessary, conversations should be held in private. Divulging confidential information without authority may be grounds for disciplinary action up to and including dismissal.

Conflict of Interest

An employee's use of their position with the District for financial gain is considered a conflict of interest with their position as an employee. No employee may solicit other employees or students for personal or financial gain. Employees may not:

- Engage in or have a financial interest, directly or indirectly, in any activity that conflicts with his/her job duties and responsibilities.
- Engage in any type of private business during school time or on school property.

Discrimination/Bullying

Discrimination refers to any act that unreasonably and unfavorably differentiates the treatment of others solely on their membership in a socially distinct group or category. Harassment or bullying is any pattern of gestures written, electronic, or verbal communication that places an employee or student in actual and reasonable fear of physical harm or damage to their property. Acts of intolerance, discrimination, harassment or bullying towards others because of race, color, gender, religion, creed, ethnic background, national origin, age, disability, sexual orientation, gender identity or other factors that are likewise discriminatory are strictly prohibited. Such acts may be treated as just cause for purposes of discipline, including discharge.

Drug and Tobacco-Free Workplace

The use of tobacco products is prohibited in all school facilities, buildings, vehicles and school grounds at all times. This extends to all employees, students and patrons attending school-sponsored athletic events and meetings. In addition, no employee shall possess, use, be under the influence of, distribute, dispense, or manufacture any alcoholic beverage or controlled substance on school property, during work time, or at any student activity. Employees may use prescription drugs as authorized by a properly licensed medical practitioner. Any violation of this policy shall be grounds for discipline, including immediate discharge. **All employees must report any drug-related conviction to their immediate supervisor.**

Firearms and Weapons

The presence of firearms and weapons poses a risk of serious harm to District students, staff and community members. Therefore, the possession of firearms and weapons is prohibited on school premises at all times (except for law enforcement officials). School premises include District buildings, grounds, vehicles and parking areas. This prohibition extends to sites of school activities, whether or not

the school activities are conducted on District property. Individuals found to be in violation of this policy will be dealt with severely.

Internet and E-Mail

All of the District's automated systems, including e-mail, voice mail, Internet access and electronic storage systems are District property. The District has the right to access, review, copy, modify, and delete any information transmitted through or stored in the system, including e-mail messages. Files containing personal information or business of an employee are treated no differently than the District's files and the employee has no expectation of privacy in such materials.

The use of e-mail to engage in any communication in violation of District policies, including transmission of defamatory, obscene, profane, offensive, or harassing messages, or messages that disclose personal information without authorization, is strictly prohibited.

Internet resources may be used only for purposes that effectively support the District's goals and objectives for non-business purposes that are approved by district administration. Employees should not use chat rooms for social conversations while at work. The District has the ability and reserves the right to review records of Internet use.

Employees must respect all copyright and license agreements regarding software or publications that are accessed from the Internet. Employees will be personally liable for any fines or sanctions caused by any license or copyright infringement.

The District prohibits the following inappropriate use of the Internet and e-mail:

- Disclosure of confidential or sensitive data known or entrusted to the District to any unauthorized individuals.
- Misuse of copyrighted material or other copyright violations.
- Communicating information that could be perceived as an official District position or endorsement without proper approval.
- Using confrontational or improper language or making statements that are defamatory.
- Creating, storing, viewing or transmitting defamatory, pornographic obscene, profane, illegal or otherwise offensive material.
- Participating in any activity that could be interpreted as harassment.
- Misrepresenting an individual's identity or the source of communication data.
- Attempting to break into any Internet server.
- Accessing confidential information on computer resources without authorization.
- Promoting political or religious positions.
- Participating or engaging in activities that violate the law, or any District policies or standards.
- Operating a personal business or using the Internet as provided by the District for personal gain.
- Exporting or importing of any governmentally controlled technical data or software (such as software encryption to or from unauthorized locations or persons without appropriate licenses permits.
- Using another person's password without permission.

An employee's email/Internet access may be monitored without prior notice. Users violating any portion of these rules may receive a written warning or other discipline, including immediate dismissal.

Reporting Child Abuse

The District believes that school staff members are in a unique position to assist children, families and the community in dealing with the issues of child abuse and neglect. In addition, school employees are required by law to report instances of suspected child abuse when there is reasonable cause to suspect that a child has been, or is likely to be abused or neglected. Para Educators are mandatory reporters of child abuse or neglect.

Child abuse is defined as any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means. Neglect is defined as the failure to provide the proper or necessary support, education, nutrition or medical, surgical or other care necessary for the child's well being.

District employees who know of or have reason to believe that another District employee has sexually or physically abused a student have an additional duty to notify their immediate supervisor immediately.

When a school employee has reason to believe that a student has been or may be subjected to abuse or neglect, the employee should immediately notify one of the following Level I investigators:

- Darcy Simpson @ 515-993-5805
- Greg Dufoe @ 515-993-4283

Safety Procedures

Employees can help prevent injury to themselves and others by observing general safety rules:

- Practice regular and thorough hand washing
- Remove hazards
- Immediately report any unsafe condition or absence of safety equipment to a supervisor
- Immediately report any accident (experienced or witnessed) to a supervisor

Employees should also be familiar with blood borne pathogens control procedures. All personnel should wear gloves when anticipating contact with blood, body fluids, mucous membranes and/or contaminated surfaces. Hands or exposed skin should be washed with soap and running water as soon as possible after any possible contact with blood or bodily fluids, with the exposure incident reported to a supervisor.

Sexual Harassment

It is the policy of the District to maintain a learning and working environment that is free from sexual harassment. All employees should avoid any action, conduct or communication which could be perceived as sexual harassment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct or a harassing nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
- Such condition has the purpose or effect of substantially interfering with an individual's employment or creates an intimidating, hostile, or offensive employment.

Sexual harassment may include, but is not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to or about a person with sexual or demeaning implications
- Unwelcome touching
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's job
- The telling of offensive jokes and stories
- Display of sexually graphic pictures

Staff and Student Relations

All employees are strictly prohibited from dating or entering into a romantic relationship with any student enrolled in the District regardless of the student's age. Employees engaging in such inappropriate conduct will be subject to disciplinary action up to and including dismissal, and may be subject to criminal action.

PAYROLL

Background Checks

No person will be employed until the District obtains a clear criminal background records check, a clear check of the Adult and Child Abuse Registry maintained by the Iowa Department of Human Services, and verification that the prospective employee is not listed on the Iowa Department of Public Safety's Sex Offender Registry.

Compensatory (Comp) Time

Full time employees who work in excess of forty (40) hours per week are eligible for time off with pay equal to one and one-half times the number of hours they work over forty (40) hours. **All comp time must be approved in advance.** Comp time should not be accumulated or used to extend a vacation or holiday period. Comp time cannot be carried forward into the next school year; it must be used by June 30th of the fiscal year in which it was earned.

Direct Deposit

New employees are required to participate in direct deposit of their monthly pay checks. All employees are encouraged to participate in the direct deposit of their monthly pay checks. Pay checks can be electronically deposited into an employee's checking and/or savings account at the financial institution(s) of choice. Direct deposit is free, safe and confidential, and eliminates the possibility of lost pay checks!

Employee Evaluations

Classified employees, except temporary employees, shall be formally evaluated at least once during their first year of employment and at least once tri-annually thereafter. The primary purposes of formal evaluations of classified employees are to improve and enhance the performance of each employee and to provide written documentation of the employee's level of performance to assist in making employment decisions. The evaluated individual may respond in writing to the evaluation. The written evaluation and any response will be placed in the employee's confidential personnel file.

Employment Eligibility

New employees must show proof of U.S. Citizenship or resident alien status by completing an Employment Eligibility Verification Form (Form I-9) and producing the necessary documents to establish identity. A listing of acceptable documents that fulfills this requirement can be found on the back of the I-9 Form.

Expense Reimbursement

Custodial and maintenance employees will be reimbursed up to \$150/year for the purchase of work uniforms during their first year of employment and up to \$75 annually after the first year. Requests for reimbursement must include original receipts for the purchase.

Garnishments

All garnishments are processed under the regulations of the Federal Garnishment Law.

Overtime

It may occasionally be necessary for classified employees to work more than forty (40) hours during a given work week. The work week is defined as 12:00 AM Sunday through 12:00 PM (midnight) Saturday. **All overtime must be approved in advance.** Employees will be paid one and one-half their regular hourly wage for any time worked over 40 hours per week. Paid holidays and the first two (2) occurrences of sick leave during the school year will count towards the 40 hours, but vacations and other paid leaves do not count towards the 40 hours.

Pay Checks/Check Stubs

Employees who are signed up for direct deposit will have their check stubs sent electronically via email.

Pay Period

Pay periods end on the first Saturday of each month. Time cards need to be turned in to your principal or supervisor no later than the following Monday.

Employees are paid once a month on the 25th. Payment will be made on the working day that immediately precedes a holiday or weekend on which the pay date falls.

Employees who are contracted to work the school year (10 months - August through May) and for less than twenty (20) hours per week are paid in the months of September through June, except bus drivers who are paid in twelve (12) equal monthly installments.

All other classified employees are paid in twelve (12) equal monthly installments.

Personnel Records

Personnel files on all employees will be maintained in the District's central office. It is the intent of the District to maintain complete and current personnel files, including all information necessary to comply with the Fair Labor Standards Act.

The following information is maintained in personnel files:

- Applications
- Certification documents
- Performance evaluations
- Employment contracts
- Performance related documents
- Background check forms

Employee physical forms and I-9 forms will be maintained separately from personnel files.

Personnel files will be considered confidential to the extent of the law. Access to personnel files will be on a need-to-know basis by appropriate District administrators, supervisors, legal counsel or state agencies. Upon request, and in the presence of appropriate administrative staff, an employee will have the right during regular working hours to inspect their own personnel file.

Pre-Employment Physical

Iowa law requires that all public school employees receive a physical examination upon initial employment certifying they are fit to perform assigned duties at no direct threat to the health and/or safety of the individual or others. Evidence of such examinations shall be submitted on the prescribed form, and must be signed by a licensed medical professional. Physical examinations are required only after an offer of employment has been made and must be completed prior to the first day of employment. The examination must have taken place within a four-month period prior to the date employment begins. The District will reimburse up to \$40 of the actual expenses incurred in getting a pre-employment physical for all positions that do not require CDL licensure.

Employees that require CDL licensure as a condition of employment must undergo a DOT physical upon employment and every two years thereafter. The District will reimburse up to \$65 of the actual expenses incurred in obtaining a DOT physical biannually.

Requests for reimbursement should be submitted to the Payroll Office and will be made according to IRS regulations.

An employee may be required to have additional physical or mental examinations when, in the judgment of district administration or qualified medical personnel, such examinations are relevant to the employee's performance or status.

Resignations

As a courtesy to the District, resignations should be submitted in writing, signed and dated by the resigning party and delivered to the appropriate supervisor or the superintendent. Classified employees should submit their written resignations at least fourteen (14) days prior to their departure dates, unless a different period is agreed to by the supervisor and employee.

Time Cards

All classified employees are required to complete a time card showing actual hours worked. Employees should record the start time, lunch period, end time and total number of hours for each day worked. Do not record your regular hours if you did not actually work your regular hours. Paid holidays, sick days, personal leave, etc. should be labeled as such and you must complete a leave form (Record of Absence) that matches any leave written on your time card.

Hourly employees should work the designated schedule for their position unless prior approval has been given to work different hours. You may arrive at your work area earlier than your start time but you should not be working until your scheduled start time -- record the hours you actually work. No overtime hours should be worked unless there is prior approval from the principal or supervisor. Any differences on the time card that do not match the regularly scheduled work assignment should be documented on the time card.

You are expected to record your daily work hours accurately. Failure to report an accurate record of hours worked or the falsification of such records could result in discipline, up to and including dismissal. Signing time card acknowledges that you are reporting true and accurate information.

Time Cards (continued)

Time cards need to be turned in to your principal or supervisor no later than the following Monday after the pay period ends. Failure to turn in your time card on time could result in a delay of payment.

BENEFITS

Dental Insurance

Employees who work twenty (20) hours or more per week are eligible for dental insurance with Delta Dental. Participation in the dental plan is voluntary and 100% employee funded. Employees do not have to be enrolled in the group health plan to participate in the dental plan. Coverage shall begin on the first of the month following the commencement of employment and shall terminate at the end of the month in which employment ends. An employee on unpaid leave for longer than thirty (30) calendar days shall be responsible for all premium payment, unless otherwise required by the Family and Medical Leave Act (FMLA).

Disability Insurance

Employees who work twenty (20) hours or more per week are eligible for long-term disability income at no cost to the employee. Long-term benefits are 60% of the employee's basic monthly salary, up to \$2,500, less Social Security and IPERS disability benefits, after a qualification period of 120 consecutive calendar days. Benefits are payable until the disability ceases or the employee is eligible for full retirement benefits.

Early Retirement Incentive

The District may offer an Early Retirement Incentive plan at the discretion of the Board. A full-time (40 hours per week) employee who has completed at least fifteen (15) years of service (or ten (10) years of service if hired before October 1, 2006) and is at least fifty-five (55) years of age is eligible for an early retirement incentive in the form of a tax sheltered annuity upon resignation from employment from the District.

Health Insurance

Employees who work twenty (20) hours or more per week are eligible for health insurance as provided by the District's group health plan with Wellmark Blue Cross & Blue Shield of Iowa. The District pays \$457.96 per month for each employee who is contracted to work forty (40) hours per week for single or family health insurance. The District shall pay a pro rata amount for each employee who is contracted to work at least twenty (20) hours per week but less than forty (40) hours per week. A monthly payroll deduction will be made for any excess premium. The pro-rated amount set by the contract as of October 1st will not change unless the daily work hours are changed by one hour or more per day. Coverage shall begin on the first of the month following the commencement of employment and shall terminate at the end of the month in which employment ends. An employee on unpaid leave for longer than thirty (30) calendar days shall be responsible for all premium payment, unless otherwise required by the Family and Medical Leave Act (FMLA).

Holiday Pay

Employees regularly assigned to work the school year (9 months) and at least thirty (30) hours per week will be paid for the following five (5) holidays:

- Labor Day
- Thanksgiving Day

- Christmas Day
- New Year's Day
- Memorial Day

Employees regularly assigned to work twelve (12) months and at least thirty (30) hours per week will be paid for the following eight (8) holidays:

- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Memorial Day
- Independence Day (4th of July)
- 2 Floating Holidays (not on student days and approved by supervisor)
 - There is no carryover allowed on Floating Holidays and there is no pay out of unused Floating Holidays.

Employees will receive holiday pay for the number of hours they are regularly assigned to work to a maximum of eight (8) hours.

IPERS (Iowa Public Employees Retirement System)

IPERS is a retirement plan established for the sole purpose of providing a retirement plan to public employees in the State of Iowa. All regular full-time and part-time employees must enroll in IPERS. Contributions are made by the employee and employer and those rates are set by the Iowa Legislature. Effective July 1, 2011 - June 30, 2012, the following rates apply:

Employee contribution:	5.38%
Employer contribution:	8.07%
Total rate:	13.45%

Life Insurance

Employees who work twenty (20) or more hours per week receive \$40,000 in life insurance coverage at no cost to the employee. Life insurance coverage for eligible employees shall begin on the first of the month following the commencement of employment with the District and shall terminate at the end of the month in which employment ends. An employee on unpaid leave for longer than thirty (30) calendar days shall be responsible for all premium payments, unless otherwise required by the Family and Medical Leave Act.

Social Security/Medicare

Currently classified employees contribute 5.65% of their earnings to Social Security/Medicare and the District also makes a contribution of 7.65%. These amounts are subject to change by the Federal Government. Under government regulations, all employee earnings must be reported with Social Security numbers; therefore, no payroll check can be issued without the employee's Social Security number.

All employees are included in the Medicare program, and thus will become eligible for Medicare hospitalization coverage at age 65, or as otherwise provided by federal law.

Tax Sheltered Annuity (TSA)

Classified employees who work more than twenty (20) hours per week have the opportunity to voluntarily participate in the State of Iowa's Retirement Investors' Club (RIC) 403b Program (also known as TSA or Tax-Sheltered Annuity). This is an employer-sponsored voluntary retirement savings program. Your RIC 403b contributions and earnings are available at retirement to supplement your IPERS and Social Security income. You have your choice of:

- 403b Program: Salary reductions in the amount you choose are withheld from your paycheck **before** state and federal taxes and deposited into your selection of RIC investments.
- 403b Roth: Salary reductions in the amount you choose are withheld from your paycheck **after** state and federal taxes and deposited into your selection of RIC investments.

For more information or to start contributions, contact one of the Retirement Investors' Club investment providers: The Hartford, Horace Mann, ING, Security Benefit, TIAA CREF and Valic. Additional information is available at www.das.hre.iowa.gov/ric, planwithease.com or by calling 515-725-2135 or 866-460-4692.

Vacation

Employees regularly assigned to work twelve (12) months per year will be granted paid vacation as follows:

- After the first year of employment 5 days
- After the second and through ninth year of employment 10 days
- After the tenth and through fourteenth year of employment 15 days
- After the fifteenth year and thereafter 20 days

Vacation time will be determined for all eligible employees on July 1st. If an employee starts work after July 1st, vacation time will be prorated on the first July 1st after commencing employment. If the employee starts work after July 1st but prior to January 1st, the employee will move to the next level of vacation time as of the first of July; if the employee starts after January 1st, the employee will have to wait until the second July 1st to move to the next level of vacation time. (Example: An employee who commences employment on September 1st will receive $\frac{3}{4}$ of five (5) days allotment after the first July 1st of employment, but will then be treated as having completed one year of employment and will receive ten (10) days of vacation the second July 1st. Vacation time must be approved by the supervisor and must be taken during school vacation periods except by special arrangement with the supervisor or principal. After the first year of employment and with the approval of the superintendent, pro-rated days of vacation may be taken during the current contract year.

All vacation days must be used in the contract year they are earned. With the approval of the superintendent up to five (5) vacation days may be carried into the subsequent contract year. Any days over the five (5) carryover days will be lost.

Employees who resign or are terminated prior to the end of their contract will receive a pro-rated share of vacation pay. Employees will be paid for the number of hours they are regularly assigned to work on a vacation day to a maximum of eight (8) hours.

Vision Insurance

Employees who work twenty (20) hours or more per week are eligible for vision insurance with Avesis Vision Insurance. Participation in the vision plan is voluntary and 100% employee funded. Employees do not have to be enrolled in the group health plan to participate in the vision plan. Coverage shall begin on the first of the month following the commencement of employment and shall terminate at the end of the month in which employment ends. An employee on unpaid leave for longer than thirty (30) calendar days shall be responsible for all premium payment, unless otherwise required by the Family and Medical Leave Act (FMLA).

Workman's Compensation

Employees who suffer an injury or illness caused by an accident or occupational disease arising out of and in the course of their employment (work-related injury), when the accident or injury is the prevailing factor in causing both the resulting medical condition and disability, will receive appropriate medical care and a managed return-to-work in accordance with the Worker's Compensation Law of the State of Iowa.

Employees must immediately report any occupational injury or illness to their principal or supervisor and the business manager.

LEAVES OF ABSENCE

In the event of an absence from work, employees **must** complete a leave form (Record of Absence Form) indicating the date and reason for absence. The Record of Absence Form needs to be completed before a planned leave and immediately after an unplanned leave. A leave form is required for any and all absences from work.

Bereavement Leave

Employees, except temporary employees, may be granted up to five (5) days paid leave per occurrence in the event of the death of a member of the employee's immediate family. Immediate family shall include child, stepchild, spouse, parent, stepparent, brother, stepbrother, sister, stepsister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild or grandparent of the employee, or permanent household member.

Family Sick Leave

In the event of an illness within the immediate family, an employee shall be granted up to five (5) days of absence. Such leave will be granted without loss of pay. However, the days taken will be deducted from the employee's personal accumulated sick leave. Immediate family is construed to mean spouse, child, parent or permanent household member.

Jury Duty Leave

An employee called for duty during school hours shall be permitted to be absent from their job duties without loss of pay. The employee must give the principal or supervisor two (2) days written notice of the summons for serve and may be requested to furnish satisfactory evidence that such service was performed on the days for which leave is taken. An employee not required to perform jury duty shall return to work.

Military Leave

Employees, other than employees employed temporarily (six months or less), who are members of the national guard, organized reserves or any component part of the military, naval or air force or nurse corps of Iowa or United States, or who may be otherwise inducted into military service shall, when ordered by proper authority, be entitled to a leave of absence for the period of such service, and without loss of pay for the first thirty (30) calendar days of such leave of absence.

Personal Leave

Employees, except temporary employees, are allowed up to two (2) days of paid leave per year for personal leave. Personal leave days may be accumulated up to three (3) days. The employee must give at least two (2) days advance notice except in the case of an emergency when using personal leave. No more than one employee per department (two associates) will be allowed personal leave on the same day, unless approved for emergency situations at the sole discretion of the superintendent.

Sick Leave

Employees, with the exception of temporary employees, earn fifteen (15) days of paid sick leave each year. Sick leave days are pro-rated for employees who do not work a full contract year. Part-time employees will be granted a pro-rata amount of sick leave based upon the ratio of the number of hours they work to 40 hours. A new employee must report to work for at least one (1) full day prior to receiving paid sick leave.

Sick leave may not be used for elective (optional) surgery, e.g. cosmetic surgery, hair transplant, etc.

Unused sick leave days may be accumulated to a maximum of one hundred and twenty (120) days with a maximum carryover of one hundred and twenty (120) days.

MISCELLANEOUS

COBRA/Extended Insurance Coverage

Federal law requires that your group plan allow qualified persons to continue group health coverage after it would otherwise end. For this purpose, the term "group health coverage" includes any medical, dental, vision, and prescription drug benefits that are included in the group health plan. Please contact the payroll department for further information on COBRA coverage.

Compliance Issues

There are several compliance issues shared by the staff and the district. In cooperation with AEA 11, we are able to offer some of the compliance training online. New employees will be required to complete the required training before hiring. All employees will be required to complete the required training annually.

Copy Requests

Personal copies made on a photocopier are permitted with the approval of the principal or supervisor at a charge of \$.10 per page.

Job Postings

As jobs become available, they are posted at all school locations as well as on the District web site at www.adel.k12.ia.us.

Personal Telephone Calls

Employees may need to make telephone calls during working hours that are education-related and those calls will be paid for by the District. Personal phone calls should be kept to a minimum. Employees are expected to exercise discretion in making and receiving telephone calls during working hours. Personal calls should be made during the employee's lunch or break time. No personal long distance telephone calls shall be billed to the District.

School Mail & Fax Machines

School mail may not be used to distribute advertisements for commercial enterprises, campaign literature for a political candidate or for entirely personal correspondence.

Fax machines are intended for conducting school district business. Fax machines should not be used to communicate indecent language, pictures or symbols or to disparage religion, gender, age, national or ethnic origin or disability. The District reserves the right to read all messages created, received or sent via fax.

Bus Driver Drug/Alcohol Testing

The District complies with the provisions of the Omnibus Transportation Employee Testing Act of 1991, which mandates that the District test its drivers who are required to hold commercial drivers licenses or who operate vehicles which may only be operated by holders of commercial drivers licenses.

Employees who required CDL licensure will be tested:

- Pre-employment drug tests will be conducted before applicants are hired or after an offer to hire, but before driving.
- Post-accident drug and alcohol tests will be conducted.
- Reasonable suspicion tests will be conducted when a supervisor observes behavior or appearance characteristic of alcohol or prohibited drug use.
- Random drug and/or alcohol tests will be conducted on an unannounced basis.

Refusal to submit to testing will constitute a verified drug and/or alcohol test result. An employee who refuses a required test will be subjected to the same sanctions as an employee who tests positive for drug and/or alcohol misuse.

Employees will be tested for marijuana, cocaine, opiates, amphetamines, and phencyclidines. Tests also will be conducted for specific prohibited alcohol related conduct while performing safety-sensitive.

Adel Desoto Minburn Community School District

**VERIFICATION THAT EMPLOYEE
UNDERSTANDS THE CONTENTS OF THE
CLASSIFIED STAFF HANDBOOK**

My signature below serves as verification that I have read and understand the contents of the *Classified Staff Handbook* for my position.

School/Department _____

Print Name _____

Signature _____ Date _____

Changes for the DeSoto Intermediate School Staff Handbook 2011-2012

ARRIVAL OF STUDENTS (page 8)

Updated time of town student arrival to 8:10 a.m.

PROFESSIONAL MEETINGS (page 9)

Added the wording, "The proper form is available in the Teacher Handbook."

CUSTODIAL CARE OF ROOMS (page 10)

Added the wording under staff cooperation of room care, "Ceiling fans are to be turned off at the end of the school day." and "When the instructor or students are not occupying the classroom space, lights should be turned off to conserve electricity."

DAILY PLANNING (Page 10)

Added the wording, "Small group reading lesson plans are to be created daily using formative assessment information."

EFFECTIVE DISCIPLINARY PRACTICES (Page 12)

Added the wording, "Emphasis shall be placed upon helping the students grow to discipline him/herself. Staff members are encouraged to connect the discipline with the inappropriate action that occurred (i.e. the student is littering in the hallways, therefore time will be used clean up hallways rather than a reduction in recess minutes)."

NOON AND RECESS DUTY (Page 14)

Added the wording, "General education teachers are to escort their classroom to and from recess. This will promote appropriate line basics and movement during the school day."

PLAYGROUND RULES (Page 15)

Removed teeter totter rules as this equipment is no longer at the school.
Added tetherball rules

CLOSING OF SCHOOL (Page 19)

Added the wording, "If an early out is determined during the day, teachers are asked to email parents as soon as they are able."

FIRE EXIT ROUTES (Pages 22)

Updated for change in classrooms.

TORNADO DRILL ASSIGNMENTS (Pages 23-24)

Updated for change in classrooms

BOMB THREAT PROCEDURES

Updated emergency locations to the DeSoto Methodist Church and the Cleary Building due to the growth in the building and maximum occupancies of buildings in DeSoto, Iowa.

STUDENT ACCIDENTS/ILLNESSES

Added the wording, "If a staff member deems a student ill during the school day, the student should be sent to the Nurse's Office. The school nurse or nurse's associate will contact parents. Calls made to parents in regards to their child's illness should be made through the school office or nurse's office."