

Northeast Community School District

Classified Employees Handbook

*-Associates, Bus Drivers, Custodians,
Nutrition Employees, Secretaries*

The intent of this booklet is to provide support personnel with guidelines, in addition to their individual letter of assignment and school board policy, which will affect the terms and condition of their employment.

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Please see the district website for the following school board policies and all others:
104.1 Anti-Bullying and Harassment
401.1 Equal Employment Opportunity Policy & Grievance Procedure
404.1 Employee Conduct and Appearance

I. Contract Days

The number of contract days for support staff employees is typically 180 days unless otherwise specified in individual letters of assignment. The number of attendance days is determined each year by the District's Board of Education.

II. Evaluations

Evaluation of classified employees on their skills, abilities, and competence shall be an ongoing process supervised by the superintendent or building principals. The goal of the formal evaluation of classified employees is to maintain classified employees who meet or exceed the Board's standards of performance, to clarify each classified employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the Board, and to develop a working relationship between the administrators and other employees.

III. Holidays

Employees will receive five (5) paid holidays per year (Good Friday, Labor Day, Thanksgiving Day, Christmas Day and New Year's Day) unless an individual letter of assignment specifies otherwise. If a paid holiday falls on a weekend day, the paid holiday shall be the date as deemed by the District's Board of Education.

IV. Insurance

In accordance with the Patient Protection and Affordable Care Act (ACA), classified employees, who work an average of at least thirty (30) hours per week or one hundred thirty (130) hours per month, based on the measurement method adopted by the board, are eligible to participate in the group health plan. Coverage can be purchased during the open enrollment period that is offered each year. The Board will determine what insurance plans are available annually.

V. Leave of Absence

An employee may receive pay for sick leave. Sick leave may be interpreted to mean personal illness (including maternity), quarantine at home, or serious illness or death in the immediate family. For purposes of this section, "immediate family" shall include parents, children, and spouse and spouse's parents. Time, not to exceed ten (10) days in anyone year, may be used in case of serious illness in the immediate family. Additional days may be granted for other family not identified in this paragraph and for family members identified in this paragraph, at the Superintendent's discretion. Time off shall be charged to the employee's sick leave. The request for sick leave must be submitted through AESOP.

- A. Each part-time and full-time employee will be credited with a total of fifteen (15) days of current personal sick leave at the beginning of each school year. Unused sick leave may be accumulated from year to year, but said accumulated past sick leave and credited current personal sick leave shall not be more than a total of 120 days.
- B. An employee may receive, during personal illness, current and accumulated sick leave days and be paid for such days on the following conditions:
 - 1. Such illness must necessitate absence from work on the day or days;
 - 2. If the Board questions the length of absence of any employee, the employee may be asked to present a doctor's statement documenting the problem as much as possible.
 - 3. The employee must notify the employee's building principal as soon as possible as to his/her illness and the necessity for absence.
 - 4. The Board may always take any action to administer leave pursuant to the Family Medical Leave Act ("FMLA").
- C. Employees can check available absence balances on AESOP.
- D. Unless otherwise required by law, If an employee's illness is due to an accident on school property or in the line of school duty, the employee must use accumulated leave for said illness or injury, and from such leave will be deducted any lost work pay compensation received under Workmen's Compensation. The time charged against accumulated leave shall be in proportion to the amount of money required to supplement Workmen's Compensation payments.
- E. The District may, following an absence because of illness, accident, or hospitalization, require reasonable evidence of the ability to return to work, duties, and responsibilities.
- F. Employees who anticipate the use of sick leave will provide reasonable advance notice to the district.

At the beginning of every school year, each employee shall be credited with two (2) days paid personal leave. 3 personal days may be carried over from one school year to the next with an accumulation of no more than five (5) personal days to be used in any given school year. Personal days not used or carried over will be lost.

- A. An employee planning to use a personal leave day or days shall notify his/her principal at least three (3) days in advance, except in the case of emergency, and through AESOP.
- B. Said personal leave may not be used the day before or after holidays, holiday seasons, or vacations at the discretion of the building principal.

Bereavement leave shall be given to employees on the following basis:

- A. Five (5) days shall be non-accumulative and shall be deducted from the accumulated sick leave. In the case of the death of a mother, father, child, spouse, brother, sister, grandfather, grandmother, grandchild, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, or sister-in-law of the employee, the employee will be allowed five (5) days per occurrence. If needed, an additional five (5) days may be allowed for the death of a mother, father, child, or spouse of the employee.
- B. The employee shall be granted one (1) day in the event of the death of a friend or relative outside the employee's immediate family as defined above.
- C. An employee may be required to present reasonable evidence of attendance at the funeral service or visitation hours.
- D. The employee must notify the building principal as soon as possible to the desired dates for the leave and the date of the funeral and visitation.

An employee required to perform jury duty or required to appear in court by subpoena shall be granted leave under the following terms:

- A. The District shall pay the employee his/her normal rate of pay;
- B. The employee will return to the District any compensation received for jury duty;
- C. The employee shall retain any reimbursement for meals, lodging, and/or mileage. If an employee is excused from jury duty before 12:00 noon, she/he shall promptly return to work;
- D. This paid leave will not be allowed if the employee is required to appear in court by subpoena as a party to the court action.

VI. Overtime

All personnel will receive time and one-half for time worked over 40 hours in one week. All overtime must be authorized in advance by the building principal or supervisor, except in the case of an emergency.

VII. Pay Periods

Timesheets must be completed with actual hours worked and submitted to building administrator for approval according to the payroll schedule. Payment of wages is on the 5th and the 20th of each month.

VIII. Physical Exams

Bus driver physicals will be reimbursed by the District, not to exceed a maximum of \$150.00 per year per individual.

IX. Worker Compensation

Classified personnel will be covered by Workman's Compensation insurance and school liability insurance in accordance with state and federal laws.

X. Transportation Department

Drivers must use the District's checklist for daily pre-use and post-use inspection of his/her bus.

Time sheets need to be completed and turned into the Transportation Supervisor as per the pay period schedule. **IN** refers to A.M. route time and **OUT** refers to P.M. route time. Activity/extra curricular hours are written on a separate "Request for Transportation" form.

Regular route drivers will be given first opportunity for extra-curricular assignments. The rotation will be based on seniority and rotate in descending order of seniority among the drivers who volunteer.

Substitute bus drivers shall be awarded extra-curricular assignments after all route drivers have refused said assignments.

Driver will be paid a flat \$200.00 for bus plug-ins during the year. This will be paid at the end of the school year.

**NORTHEAST COMMUNITY SCHOOL DISTRICT
GOOSE LAKE, IOWA**

It is the policy of the Northeast Community School not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment) , marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs), in its educational programs and its employment practices as required by the Iowa Code, sections 216.9, 256.10(2) and 198.11, Titles VI and VII of the 1964 Civil Rights Act (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), the Americans with Disabilities Act (42 U.S.C. V 12101, et seq.), and Section 601A of the Iowa Code. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator: Neil Gray, Superintendent, Northeast Community School District, Goose Lake, Iowa 52750, Telephone (563) 577-2249, (neil.gray@northeastcsd.org), to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, or to the Director of the Midwest Office of Civil Rights, Department of Education, Chicago, Illinois.