

SCC CLASSIFIED EMPLOYEE HANDBOOK

Have Pride in your work, in what you do, and in **YOURSELF**

MAINTAIN A POSITIVE ATTITUDE toward your job, toward all students, and toward all fellow staff

Without
These two things
We fail our community
And ourselves, but worst of all
WE FAIL OUR STUDENTS

We are only as strong as our weakest link.
None of us are strong in all things.
We must work together toward

ONE COMMON GOAL

Do you know what that goal is?

2015-2016

It is the policy of the South Central Calhoun Community School District to not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, or socioeconomic status in its programs, activities or employment practices. Questions or grievances related to this policy may be addressed to the district's Equity Coordinator, Wendi Geno, at South Central Calhoun CSD, 1000 Tonawanda Avenue, Rockwell City, IA 50579 or call 712-297-7222.

Employees shall follow all policies and procedures as defined in the staff handbook. Copies of the classified handbook will be available on the school district web-page.

Approved: June 15, 2015

CLASSIFIED STAFF HANDBOOK

The policies and rules as stated in this section shall be applicable to all personnel. The Board of Directors of the South Central Calhoun, hereby called SCC, is committed to a philosophy of providing educational service to the people of the district. The SCC Board of Directors is entrusted with the community's most valuable resource – our students. We believe all students have the right to a quality education, which provides the skills to become a life-long learner.

The goals and objectives of the school district shall be designed to achieve the philosophy statement of the school district. An advisory committee of representatives of the school district community and the school district shall be appointed to make recommendations for the goals and objectives of the education program. Short-term and long-term objectives for the education program shall be established annually by the board. These objectives shall reflect the results of the needs assessment, recommendations of the advisory committee, recommendations from the superintendent, and changes in law. Annually, the board shall report to the committee regarding the goals and objectives of the education program.

The general philosophy of the SCC Community School Districts shall be consistent with that of the Iowa State Board of Education.

Any changed or newly adopted board policy supersedes this classified staff handbook.

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ACTIVITY TICKETS

The board of education shall offer two free passes to all staff members for admission to home activities by meeting the following condition: All employees must agree to work two events in terms of ticket sellers, supervisors, etc., with reimbursement of \$25.00 per activity following the first two events worked for the two free passes. Payment shall be paid at the end of the season. A staff member will not be issued a pass unless they agree to work two events.

ATTENDANCE

Regular attendance on the job is important to the successful operation of the SCC Community Schools. Frequent or unexplained absence from work or tardiness in reporting for work will seriously impair the value of service to the district and will be considered sufficient cause for disciplinary action. If absence is necessary because of illness, accident or other unavoidable cause, be sure to notify the supervisor or appropriate office at least two (2) hours in advance.

BEREAVEMENT & EMERGENCY LEAVE

Four (4) days emergency leave may be granted by the Superintendent, or Superintendent's designee, in each case of death in the immediate family. Immediate family is to include: spouse, children, mother, father, brother, sister, grandparents, and grandchildren of either husband or wife. In exceptional cases, the Superintendent has the authority to increase the length of the emergency leave.

One (1) day emergency leave may be granted by the Superintendent, or Superintendent's designee, in each case of death of an extended family member. In exceptional cases, the Superintendent has the authority to increase the length of the emergency leave.

Funeral leave is not cumulative.

BREAKS AND LUNCH

Classified staff members may be granted a 15 minute break for every 4 hours of work per day. If an employee leaves the grounds during their break, it will be unpaid. A non-paid lunch period of 30 minutes is also granted if the employee is given the option to leave the district and a paid lunch is provided if the employees duties requires them to stay on school grounds, but the employee must be available if needed. The district will establish if your position meets the requirement for breaks and a paid lunch period.

BUYING PROCEDURES

All requisitions for materials, supplies and equipment must be approved by the principal, department head, or superintendent before the order is placed. **Under no circumstances are the supplies to be received before approval has been granted.**

Purchase orders will be sent only from the business offices. All materials ordered should be on a requisition form.

When it is necessary to order supplies during the school year, the staff member needing to place the order should obtain a requisition form from the building office, complete the form, and submit it to the principal, department head, or superintendent for approval. The requisition will be forwarded to the building secretary, who will prepare and mail the purchase order. Materials ordered during the year must be checked in by the staff member ordering said items. Said staff member shall notify the business office of missing items. The building office secretary will check in items received over the summer months

Staff members requesting items “on approval” or “for preview” are to receive approval from the building principal prior to making the request to the company. Failure to do so may result in the staff member being responsible for payment of the invoice for the items.

CHAPTER 102 – ABUSE BY SCHOOL EMPLOYEES

Chapter 102, of the School Rules of Iowa, provides the avenue to report alleged employee abuse of students through the current Level 1 investigators. Written Chapter 102 complaints may be filed as provided for in board policy.

CHILD ABUSE REPORTING

All certificated employees are mandatory reporters under Iowa law. As such, training is required relating to child abuse identification and reporting. While efforts will be made to make sure opportunities for such training are available to certificated employees, it is the responsibility of the employee to obtain the necessary training. All classified employees also are encouraged to be trained in child abuse identification and reporting.

COMMUNICABLE DISEASES

In case any employee, or prospective employee, of the SCC Community School Districts shall be infected with any communicable disease which is dangerous to the public health, the superintendent shall take action to stop the entrance, attendance or work schedule of said employee at school, until it can be provided to the board of education that said employee is not a threat to the public health. A written statement by a physician shall be required before the Board will consider reinstating the employee. The district policy shall in no way conflict with equal opportunity employment practices.

As a result of OSHA rulings regarding blood borne pathogen diseases, the use of universal precautions is now mandatory. Each employee is responsible for following these guidelines in everyday practices as employees of the SCC Community School Districts. Especially important is the reporting and exposure follow-up of an incident. There will be documentation for failure to comply with the rules and regulations, which could result in disciplinary action.

CONFIDENTIALITY

Staff members' employment with the SCC Community Schools is to provide a service and to help create a positive atmosphere in which students can learn. Several board policies deal with the confidentiality of students and their records. It is the responsibility of each employee to review these policies and then conform to their guidelines.

In addition to the policies, employees should realize they will be targets of the public to express their opinions on the school rules, regulations and operations. It is recommended that all employees refrain from having public discussion of school matters in an effort to promote the total welfare of the school and the students it serves.

CONTRACTS/STATUS SHEETS FOR CLASSIFIED STAFF – JULY 1ST BASIS

All employees who begin work after the school year has begun (July 1 or the start of classes in the fall) will be issued a status sheet, which ends June 30, or the end of classes in the spring.

Contracts/Status sheets will be issued on a July 1 through June 30 basis. All contracts/status sheets, which are issued, will have a return date. If a contract/status sheet is not returned to the Board Secretary or to the employee's immediate supervisor by the date indicated on the contract/status sheet, this will be accepted as an immediate resignation from the employee's position. The return date on the contract/status sheet may be extended by approval of the superintendent.

All fringe benefits as described in this handbook shall be prorated according to the number of days covered by the initial contract. This will then place all future fringe benefits on the July 1 to June 30 basis.

DRESS CODE

Board Policies for classified dress have been approved by the SCC Board of Education. The board discontinued the practice of providing a dress allowance.

DRUG-FREE WORKPLACE

It is the violation of the policy of the SCC Community Schools for any district employee to unlawfully manufacture, distribute, dispense, possess, use or be under the influence on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined in schedules I through V of section 202 of the Controlled Substances Act 921 U.S.C. 812 and as further defined by regulation at 21 CFR 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 a school district employee. That includes a school building or other school premise, any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; and off school property during any school-sponsored activity, event or function where the students are under the jurisdiction of the district.

It is a condition of each employee’s continued employment with the SCC Community Schools that they comply with the above policy and notify the superintendent of any convictions under any criminal drug statute for a violation occurring in the workplace as defined above, not later than five (5) days after such conviction.

Any employee who violates the terms of the district’s drug-free workplace policy shall participate in a drug abuse assistance or rehabilitation program approved by the board of education. If the employee fails to successfully participate in such a program, the employee’s contract shall not be renewed or the employee’s employment may be suspended or terminated at the discretion of the board.

EMPLOYEE EXPENSE CLAIMS AND MILEAGE

When an employee incurs an expense that has received prior approval by the immediate supervisors, department head, or superintendent, the employee may submit it for payment by using the employee expense claim form. These bills must be submitted for payment by Tuesday of the week prior to a board meeting to be added to the monthly bills. Please bring back receipts for district records. Receipts are required for district records.

There are times when a school vehicle is not available, and employees must use their own vehicles for school business. The mileage rate is set by the Board. The district will not pay mileage if the employee prefers to drive his/her own car when a school car is available. A mileage chart showing distances to areas commonly used for meetings/conferences/workshops is available for reference in the office.

EQUAL OPPORTUNITY EMPLOYMENT

Federal and state laws as well as South Central Calhoun policies prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation, marital status, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, familial status, or veteran’s status. If

you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, physical disability, and mental disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

All recruiting, hiring, training and promoting for all job classifications will be done without regard to race, color, national origin, religion, sex, disability, marital status, age, (except students), gender identity, or sexual orientation. All decisions on employment will be made to further the principle of equal employment. The SCC Community Schools will affirmatively recruit women and men, members of diverse racial/ethnic groups and persons with disabilities for job categories where they are underrepresented.

All promotion decisions will continue to be made in accordance with Equal Employment Opportunity Principles.

It is also the policy of the district to provide a fair and supportive work environment for all employees regardless of their gender, race, national origin, creed, age, sexual orientation, marital status or disability, age or religion, made by one employee to another is cause for disciplinary action.

Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to: Equity Coordinator, Central Administrative Office, Title IX Compliance Officer, Southern Cal Community Schools, 1000 Tonawanda Avenue, Rockwell City, IA 50579 or telephoning 712-297-7341, the Director of the Iowa Civil Rights Commission, Des Moines, Iowa; or the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

ETHICAL STANDARDS

Employment by the SCC Community Schools carries with it a responsibility to be constantly aware of the importance of ethical conduct. Employees must refrain from taking part in any action, or exerting influence in which his or her personal interest may conflict with the best interest of the school district.

Exactly what constitutes a conflict of interest or an unethical practice is both a moral and legal question. The district recognizes and respects the individual employee's right to engage in activities outside of his/her employment, which are private in nature and do not in any way conflict with or reflect poorly on the district. The Board of Education reserves the right, however, to determine when an employee's action represent a conflict

with the district's interests and to take whatever action is necessary to resolve the situation, including terminating employment.

The following list suggests some of the types of activity that would reflect in a negative way on the employee's personal integrity or that would limit his/her ability to discharge duties and responsibilities in an ethical manner.

1. Using one's position in the district or knowledge of its affairs for outside personal gain.
2. Misusing privileged information or revealing confidential data.
3. Speculating or dealing in materials, equipment, supplies, services, or property purchases by the district.
4. Accepting substantial gifts from a vendor doing business with the district.
5. Engaging in practices or procedures that violate State or Federal law regulating the conduct of school business.

Any district employee having access to student and/or personnel records must not discuss any information therein with anyone without the proper authority. Violating this policy can be cause for disciplinary action.

EVALUATION OF PERSONNEL

The board of education recognizes that a thorough, regular appraisal of job performance is critical to the realization of district goals. An evaluation instrument has been developed and board approved for this purpose. You may request a copy of this instrument from the central office. These performance appraisals provide a systematic means for each employee to measure his/her job performance and to discuss it with the supervisor or superintendent.

Each employee will be evaluated at a minimum of once annually. Evaluations will cover such general areas as performance of job assignment, attitudes towards students, supervisors, teacher and fellow employees. This process also serves as an opportunity for an employee to improve themselves and their performance through frank discussion. Each employee will receive a copy of the evaluation and will sign the district's copy as evidence that they have seen it, and it has been discussed. A copy will be kept in the employees file.

FMLA PROVISIONS

It is the policy of the district to comply with the provisions of the Family and Medical Leave Act of 1993 (FMLA) and Board Policy.

GOALS FOR STUDENTS

1. To achieve a mastery of the fundamental learning skills, to establish personal standards of educational excellence, and to become independent thinkers.
2. To understand and believe in your self; to accept personal responsibility for one's education and personal development; and to build a system of moral standards and spiritual values which contribute to a democratic society.
3. To understand and respect ethnic and cultural differences and work effectively with other individuals and groups.
4. To understand and appreciate this country's democratic heritage and acquire the skills, knowledge, understanding, values, and attitudes necessary to participate in democratic self-government.
5. To develop understanding of the global nature of society and the interdependence of the world's people.
6. To develop a commitment to lifelong learning.
7. To develop and maintain sound physical and mental health.
8. To perceive, judge, and value cultural expressions of humankind and develop skills for personal expression and communication through the arts.
9. To understand and use technology and it's related developments.
10. To develop the ability to use personal and public resources wisely.
11. To develop worthy leisure-time interests and activities.
12. To develop positive attitudes toward and skills for work and an appreciation of the social value and dignity of work.

GOALS FOR THE SCHOOL SYSTEM

1. To increase the learning and achievement of students to their maximum potential in the student goal areas, regardless of their sex, race, religion, economic status, handicapping condition, or geographic location.
2. To provide instructional programs and services designed to meet the diverse needs of students.
3. To hire and retain quality employees in the professional and classified areas to better meet the needs of the students.
4. To encourage parents to form a partnership with the school to ensure the educational success of their children.
5. To work with community groups, businesses, and organizations in building more effective alliances between the school and the community.
6. To improve the understanding, support, and confidence in the educational program of the district.
7. To develop more productive and effective uses of both financial and human resources.
8. To wisely manage the financial resources available to the district while providing the best education possible for the students of the district.

GRIEVANCE PROCEDURE

The purpose of this grievance procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems, which may from time to time arise affecting the welfare or working conditions of the classified staff. Nothing herein will be construed as limiting the right of any staff member having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without recourse to this procedure.

For district purposes, the decision of the Board of Directors is final.

General Provisions:

No reprisals of any kind will be taken by the Board of Directors or by any member of the administration against any party in interest or any participant in the grievance procedure by reason of such participation.

The filing or pendency of any grievance under this procedure shall in no way operate to impede, delay or interfere with the right of the Board to take any action complained of, subject, however, to the final decision on the grievance.

Failure at any step of this procedure to communicate decisions at the several levels and in the manner required at the respective level shall permit the grievance to proceed to the next level. Failure at any step of this procedure to appeal a grievance to the next level within the specified time limits shall be deemed acceptance of the decision rendered at that level, and this procedure shall terminate for the given grievance.

All documents, communications, and records pertaining to the grievance procedure shall be filed separate from the personnel files of participants.

HARASSMENT

All members of the SCC School Districts, including, but not necessarily limited to, the Board, the Administration, the faculty, the staff, and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from harassment. Any person who engages in harassment while acting as a member of the school community will be in violation of this policy and subject to the procedures outlined.

All matters involving harassment complaints shall remain confidential to the extent possible by Board Policy.

HOLIDAYS

Classified staff does not receive paid holidays. Classified staff members will not be expected to work on Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, or the 4th of July.

INSURANCE BENEFITS

All 12-month full-time employees shall qualify for the district's insurance benefits, including a minimum of a single health and major medical insurance plan not to exceed the cost of the least expensive single plan minus one dollar (\$1.00) per year, single dental plan, \$20,000 Life insurance and Accidental Death & Dismemberment coverage, and Long Term Disability coverage.

All other employees working 20 hours or more per week on average calculated from the employee's status sheet schedule start date shall qualify for a \$10,000 Life insurance and Accidental Death & Dismemberment coverage. Employees averaging between 30-39 hours per week according to Affordable Care Act guidelines qualify to participate in the group health insurance program at the employee's expense.

INVENTORY

All employees are responsible for an accurate inventory of all items used in their areas. An inventory sheet will be maintained by each staff member and updated annually.

JURY DUTY

A plan is provided which allows employees to perform their civic obligation of jury duty without loss of income. Non-certificated personnel will receive their regular salary. Any payment for jury duty shall be paid to the district.

When the employee is dismissed from jury duty, the employee shall report to the superintendent and to their responsibilities for the day or any remaining portion of the day.

LUNCH PROGRAM PARTICIPATION

Hot lunches are served on student attendance days. The same rules that apply to student lunch accounts also apply to staff members – payment in advance. If a staff member's account exceeds \$8.25 owed, the staff member will receive a notice in his/her mailbox. If the account exceeds \$16.50 owed, the staff member will not be allowed to eat hot lunch until the bill is paid.

PAYCHECK WITHHOLDINGS

Applicable federal and state taxes, as well as IPERS are withheld from each employee's paycheck. Other deductions such as health insurance premiums and tax-sheltered annuities may be made upon appropriate written authorization from the employee. Employees with interest in either of these deductions should contact the business manager.

PERSONAL LEAVE

Twelve month employees will be granted (4) days of personal leave; employees who work less than twelve months will be granted three (3) days of personal leave. This day will not be taken the day after holidays and vacations. Any unused personal days will be paid to the employee at one-half of the employee's per diem at the end of the school year. In exceptional cases the superintendent has the authority to increase the number of days granted. Requests for personal leave with less than 24-hour notice will be given at the superintendent's discretion only. Personal leave shall not be taken within one week of the beginning and/or end of the school year.

PHYSICAL EXAMINATIONS

The Iowa Department of Education no longer requires physical examinations except for bus drivers every two (2) years and staff members working with Head Start every three (3) years.

PROBATION

The first year of employment is considered to be a period of training and adjustment. New employees, regardless of experience, shall be subject to this probationary period.

Salary increases after this probationary period is subject to recommendation of the supervisor and superintendent to the board of education. Only the board, in its discretion may waive the probationary period.

An employee will not qualify for insurance benefits for a minimum of 60 days following the date of hire by the board to the first day of the next month. This also includes leave benefits excluding sick leave.

PROFESSIONAL DEVELOPMENT

The district from time to time may require the employee to attend training to enhance or develop certain skills necessary for the completion of responsibilities and to keep abreast with technology. The employee will be provided transportation, registrations fees, meals and lodging as deemed necessary. Pre-approved expenses paid by the employees will be reimbursed upon the presentation of an expense voucher and accompanying receipts.

PUBLIC RELATIONS

Keep in mind that the education of the students is the only reason for the operating of the school. This is the image school employees should portray to the public at all times

All school employees have an equal responsibility in maintaining excellent public relations. With this in mind, all staff members are expected to exhibit proper conduct on the job. This conduct includes, but is not limited to:

1. Appropriate language is expected at all times. Profanity and vulgar language is not acceptable.
2. Staff members will not discuss school problems on a personal basis with students.
3. Staff members will graciously accept decisions made in the best interest of the school system. If there are differences of opinion, those are to be addressed through the chain of command.

Deficiencies in any of the above areas, or in any area of conduct, will be notated in and be part of the annual evaluation of the staff member.

PRIDE AND POSITIVE ATTITUDE are your best tools to do your part in projecting the public relations program for the school.

PURPOSE

No school can operate efficiently without some common understandings. All staff members generally desire specific information concerning their privileges and duties. An attempt has been made to include in this handbook those things about which employees inquire at some time during the school year.

The purposes of this handbook are to unify the work of the school, to clarify the privileges and duties of the employees, to simplify the administration of the school, and to assist in organizing a cooperative supervision program.

To achieve the purposes set forth for this handbook, those concerned have had a part in constructing it. Each individual may, therefore, suggest revisions or additional items.

The main goal for the school district is to provide a top quality educational program that will prepare each one of our students for a successful future. With that in mind, always remember that you are an integral part of a team helping students to reach their goals.

RECRUITMENT/ SELECTION OF CLASSIFIED PERSONNEL

Recruitment and selection of classified personnel shall be the responsibility of the administration. Whenever possible, the preliminary screening of candidates shall be conducted by the administrator or his/her designee who will be directly in charge of the personnel being considered. Approval of classified employees will be recommended by the Superintendent of Schools or his/her designee subject to the approval of the Board of Education.

REDUCTION IN FORCE

It is the exclusive power of the board to determine when a reduction in classified personnel is necessary. Employees who are terminated due to a reduction in force shall be given thirty (30) days notice. Appropriate due process will be followed in terminations.

It shall be the responsibility of the superintendent to make a recommendation for termination to the board giving consideration to relative qualifications, skills, ability, and demonstrated performance through evaluation procedures.

RELATIONS TO OTHER STAFF

The relationship of certified and classified employees should be that of partners working together to provide the best possible learning situation for the students of this School District.

RELATIONS TO STUDENTS

In general, students are the responsibility of the certified staff. Classified personnel may assume authority in certain instances, including but not limited to:

1. A bus driver is responsible for the students on the bus when the driver alone is in charge of the students.
2. Certain clerks and secretaries are designated to deal with students in school related matters.
3. A custodian is in charge of a building during “off” hours when certified staff is not present.
4. When monitoring students as assigned.
5. When students are being destructive of public property.

In all other instances, classified personnel are responsible to report student related problems to the immediate building principal and/or in the emergencies, call for assistance from other nearby school employees.

REPAIRS

Needed repairs should be reported in writing to the principal or to the department head, who will see that they are completed.

REQUIRED IN-SERVICE

From time to time state or federal mandates will require special in-service for school employees. When situations occur that place these demands on SCC employees, it will be considered as part of the employee’s responsibility for job retention to attend the required in-service.

RESIGNATION

Classified employees who wish to resign during the school year shall give the board notice of their intentions two weeks (14) days prior to their last working day. In its discretion, the Board may choose to not accept a resignation of a classified employee

prior to finding a suitable replacement. Notice of the intent to resign shall be in writing to the superintendent.

Upon retirement, the non-certificated employee shall be eligible to continue participation in the school district's group health and insurance plans at the non-certificated employee's expense by meeting the requirements of the insurer.

In the event of the death of the non-certificated employee prior to payment of the early retirement incentive, but after the non-certificated employee's retirement has started, the incentive will be paid to the designated beneficiary in one lump sum payment. In the event no beneficiary is designated, the incentive will be paid to the non-certificated employee's estate in one lump sum.

The board has complete discretion to offer or not to offer early retirement plan for non-certificated employees.

REQUEST TO BE ABSENT

When an employee finds it necessary to be absent, a request to be absent form must be completed and presented to the immediate supervisor for approval. The superintendent then signs it and a copy is returned to the employee. Some guidelines apply as to the deadline for certain leaves to be granted (Referenced in the following explanation). In the event of an unexpected sick leave, the form will be completed and signed on the day the employee returns to work. Absent days in succession may appear on the same form EXCEPT when the absence spans separate pay periods. Then two forms are required. The dates on these forms must correspond with the dates on the computerized time clock system.

SALARY ADMINISTRATION

A program of salary administration is used by the SCC Community Schools to maintain a just and fair relationship in the wages paid for the many types of work performed in the district, and to provide for a fair and equitable relationship to the rates for similar jobs in the community. The determination of compensation paid to classified personnel begins with the basic salary for that position and takes into consideration education and experience of the employee.

The superintendent will review compensations and status sheets annually. The superintendent will recommend for board adoption salary and fringe benefit packages and subsequent pay increases for all classified staff.

SERVICE RECOGNITION

Service recognition will be presented to those employees who have completed five years of service to the SCC School Districts. Additional recognition will be presented at five-year intervals (i.e., 10, 15, 20, . . .).

SICK LEAVE

Classified staff shall be granted leave of absence for personal illness or injury with full pay for one hundred five (105) days accumulated as follows:

- 1st year of employment..... 10 days
- 2nd year of employment..... 11 days
- 3rd year of employment..... 12 days
- 4th year of employment..... 13 days
- 5th year of employment..... 14 days
- 6th and subsequent years of employment..... 15 days

At the conclusion of each school year, the District shall inform each employee as to the number of leave days used during the year, and the number being accumulated for use in the following year.

Unused days of sick leave in any one-year shall be credited for use in subsequent years with a maximum of 105 days so accumulated.

Three or more sick days in succession require a doctor’s permit to return to the workplace.

One-third (1/3) of their cumulative sick leave days may be used for illness of the following members of their immediate family: spouse, minor children, mother and father. Five (5) days of this cumulative sick leave per year may be used each year for the illness of extended family members. Extended family members shall be defined as adult children, brother, sister, grandparents of employee and spouse, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law and daughter-in-law.

Days are pro-rated according to the number of hours normally worked each day.

SICK LEAVE PAYOUT UPON RETIREMENT

An employee who has been employed by the district for a minimum of fifteen (15) years and attained the minimum age of fifty-five (55) will be given severance pay according to the following provisions:

1. Severance pay applies to employees who retire from the district at a minimum age of fifty-five (55) and a minimum of fifteen (15) continuous years of service to the district. An employee terminated or under the proceedings of termination in Chapter 279.13 of the Iowa Code is not eligible for this benefit.
2. Severance pay shall be Twenty-Five Dollars (\$25.00) for each unused sick leave day accumulated in the district with a maximum of 100 days accumulated.

3. The twenty-five (25) dollars is based upon full-time employment. Compensation will be pro-rated for employees that are contracted for less than full-time and/or at a lower salary. Bus drivers who drive morning and afternoon routes and shuttle will be pro-rated as half-time employees.

Sick leave retirement pay only applies to employees who retire from the school district.

SMOKING-TOBACCO PRODUCTS

All school district buildings and vehicles shall be off limits for all tobacco products. This requirement extends to all school district personnel and visitors including, but not limited to, all school-sponsored events and activities. School district personnel failing to abide by the request may be subject to disciplinary action.

It shall be the responsibility of all school district personnel to enforce this policy.

SUSPENSION AND DISMISSAL

All classified staff are under the ultimate supervision of the superintendent. Suspensions and dismissals of classified staff will be the prerogative of the board of education but will occur only on recommendation by the superintendent with applicable due process. The board may terminate classified personnel positions at any time.

TIME CLOCK SYSTEM

Payroll will be made on the 5th and 20th of each month. Due to the requirements of the Fair Labor Standards Act, all employees are required to record their hours worked daily. Employees will not volunteer their time or services to any group or function. Meal periods are not paid when the employee is completely relieved of duty and is free to leave the building. Checks and direct deposit stubs are distributed to employees at their regular building assignment and can only be released to the employee. Prior authorization may be given to another individual to pick up an employee check or direct deposit stub.

Employees will be paid for meetings or training that is held outside the normal working hours. However, individuals are not to work or clock more hours than is indicated on the contract unless required and initialed by the immediate supervisor. The supervisor MUST approve all overtime. Whenever a non-exempt employee must work more than forty (40) hours in a given work week, the employee shall be compensated at one and one-half times their regular hourly wage. Each person is responsible for the accuracy of his/her computerized time clock system.

Any time card that is submitted as incomplete, includes conflicting information or is not signed will be returned to the employee for correction and may risk the employee not being paid for that pay period. Failure of the employee to maintain or falsification of such record will be grounds for disciplinary action.

TIME CARDS MUST BE SUBMITTED ON THE 5TH AND 20TH OF EACH MONTH, TO INCLUDE WORK HOURS THROUGH THE 4TH AND 19TH.

Paychecks are a valuable document and should be cashed promptly. If a check is lost or stolen, report it immediately to the business manager. A fee will be assessed for reissuing the check. DIRECT DEPOSIT is available to all staff and can be started at any time during the year.

TRANSFER REASSIGNMENT

Changes in assignment may be initiated by an employee submitting a request to the employee's immediate superior or by the immediate superior initiating the request.

All reassignments shall be made only after discussion by those principally concerned, and with the full knowledge of all related parties. Final action on reassignments shall not be taken until approval has been given by the Superintendent of Schools. All assignment changes are to be reported to the Board.

TRANSPORTATION REQUESTS

Staff members desiring or needing special transportation should request the transportation at least one week in advance of the trip. The same procedures should be followed for use of the school cars. When using school cars, please make sure that the interior of the vehicle is as clean as it was when it left here. In the event a school-owned vehicle is involved in an accident, the driver must complete an accident report and submit it to the Department of Transportation in Des Moines. The superintendent or transportation director and district insurance agent will help staff members with this report.

All requests for transportation will be submitted by filling out the "Transportation Request form" and having it approved by a building Principal. Requests are not made directly to the transportation director.

All changes will require a Principal's approval (by the individual that originally approved the request.)

Regular routes and after school activity routes will not require a "Transportation Request", but also will not suffer day-to-day changes. Routes will require Superintendent approval.

UNPAID LEAVES

Unpaid leave can only originate from the building principal or supervisor and approved at the superintendent's discretion.

USE OF SCHOOL EQUIPMENT OR FACILITIES

The first priority for the use of school equipment of facilities is for the benefit of the students of the district. It is understood that there are times when school employees or others may need to use school equipment or school facilities.

VACATIONS

A new full-time (12-month contract) employee will be granted five (5) days of paid vacation with one additional day added for each year of service up to a maximum of fifteen (15) days per year. Although vacation time is tentatively accrued from the start of employment, employees are not eligible to receive any payment for vacation time until having completed six (6) months of service. If employment is terminated during the first six months accrued vacation is forfeited. If employment is terminated after six months of service for any reason other than misconduct, all unused accrued vacation time will be paid. Vacation days must be used by June 30 of the current school year.

WEATHER INFORMATION

In case of severe weather, which might result in a late start or classes not being held on any day, faculty members will be notified via the “telephone tree” system. They also should listen to the following radio stations:

1380 AM -- KCIM Carroll (also 93.7 FM KKRL in Carroll)
105.5 FM -- KTLB Twin Lakes
1040 AM -- WHO Des Moines
540 AM -- KWMT Fort Dodge
97 FM -- KRIT Fort Dodge
1400 AM -- KVFD Fort Dodge (also 92.1 FM KUEL in Fort Dodge)

PLEASE DO NOT CALL THE ADMINISTRATORS, as they will be notifying staff members and the media about the announcement. When classes may be dismissed early due to inclement weather, staff members should not use school telephones during the time when decisions are pending and notifications to media are being made.

WHEN SCHOOL IS DISMISSED EARLY BECAUSE OF WEATHER ALL PRACTICES, REHEARSAL AND OTHER ACTIVITIES ARE CANCELLED FOR THAT DAY. Students ride their regular route bus home.

WORK HOURS

Normal working hours will vary with the nature of the position. The district reserves the right to establish work hours and work schedules that will ensure the most efficient operation of the district. Employees will be notified when hired as to the hours dictated by the position. Immediate supervisors will assign supervisory duties of all aides as appropriate, and notify employees of mandatory attendance at meetings or trainings. Employees will be paid for meetings or trainings that are held outside the normal working hours.

Work hours will be compensated as verified worked on the submitted time cards.

A full-time position shall consist of eight (8) hours per regular workday, forty (40) hours per regular work week, and fifty-two weeks per year.

Paid vacation benefits will be based on the normal work schedule (excluding overtime) and will be paid at regular straight time rate of pay in effect at the time of the vacation. Paid vacation will not be used in calculating overtime hours.

All vacations must first be approved by the supervisor and then signed by the superintendent. The district reserves the right to schedule vacation requests in such a manner that the day-to-day operations of the district are not compromised.

WORKER'S COMPENSATION

Employees shall report as soon as possible to their immediate supervisor any accident or illness claimed to have resulted from work.

All work-related injury, illness, or death of an employee shall be reported by the employee's immediate supervisor to the Board Secretary within twenty-four (24) hours of the time when the supervisor learns the facts giving rise to the potential claim. If at all possible, the affected employee should supply the pertinent information to the Board Secretary.

The Board of Directors shall maintain a worker's compensation insurance program that will provide to the employees of the district adequate coverage for personal injury or death under the worker's compensation laws of the State of Iowa.

SOUTH CENTRAL CALHOON SCHOOLS - CLASSIFIED STAFF 2015-2016

Associates	\$ 9.35	\$ 9.73	\$ 10.08	\$ 10.43	\$ 10.78	\$ 11.16	\$ 11.51	\$ 11.91	\$ 12.26	\$ 12.69	\$ 13.04	\$ 13.50	\$ 13.85
Associates - Paraprofessional	\$ 9.89	\$ 10.29	\$ 10.64	\$ 11.01	\$ 11.36	\$ 11.76	\$ 12.11	\$ 12.53	\$ 12.88	\$ 13.33	\$ 13.68	\$ 14.16	\$ 14.51
Associates with Teaching Degree	\$ 10.42	\$ 10.83	\$ 11.18	\$ 11.58	\$ 11.93	\$ 12.34	\$ 12.69	\$ 13.14	\$ 13.49	\$ 13.96	\$ 14.31	\$ 14.81	\$ 15.16
Building Secretaries	\$ 9.89	\$ 10.29	\$ 10.64	\$ 11.01	\$ 11.36	\$ 11.76	\$ 12.11	\$ 12.53	\$ 12.88	\$ 13.33	\$ 13.68	\$ 14.16	\$ 14.51
Custodian/Transportation/Grounds	\$ 9.89	\$ 10.29	\$ 10.64	\$ 11.01	\$ 11.36	\$ 11.76	\$ 12.11	\$ 12.53	\$ 12.88	\$ 13.33	\$ 13.68	\$ 14.16	\$ 14.51
Cooks	\$ 9.35	\$ 9.73	\$ 10.08	\$ 10.43	\$ 10.78	\$ 11.16	\$ 11.51	\$ 11.91	\$ 12.26	\$ 12.69	\$ 13.04	\$ 13.50	\$ 13.85
Head Cook	\$ 10.64	\$ 11.06	\$ 11.41	\$ 11.81	\$ 12.16	\$ 12.59	\$ 12.94	\$ 13.39	\$ 13.74	\$ 14.22	\$ 14.57	\$ 15.08	\$ 15.43

The district reserves and retains the right to place an individual where it deems appropriate and necessary.

<u>Bus Drivers</u>	15-16
Bus Route	\$ 25.65
Shuttle	\$ 19.25
TK Route	\$ 32.35
<u>Vehicle Route Out of District - Chart</u>	
<u>Activity Trips - Chart</u>	
Bus Trip by Coach or Sponsor	\$ 25.65
Activity Drive Time	\$ 25.65
Sit Time and STOP Class	\$ 10.00

