

# Jesup Community School

2024-2025  
Staff Handbook

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Chad Kohagen  
Superintendent

Paul Rea  
High School Principal

Gina Feldt  
Middle School Principal

Brian Pottebaum  
Elementary/Rural Schools Principal

Sadie Terpstra-Schwab  
Special Education Director

**CERTIFIED SECTION FOLLOWED BY CLASSIFIED**

## **JESUP COMMUNITY SCHOOL DISTRICT**

### **MISSION STATEMENT**

The Jesup Community School District  
will develop well-rounded, productive, responsible,  
caring citizens who are life-long learners.

“High Expectations, High Achievement”

## **ABSENCES-STAFF**

When it is necessary for a teacher to be absent, please call the building principal at a reasonable time with as much notice as possible so a substitute can be found. Mr. Paul Rea, Mrs. Gina Feldt, or Mr. Brian Pottebaum. If you are unable to reach the principal, call the building secretary. The District may request medical documentation for any illness. A doctor's excuse is required of absences of three (3) days or longer. A doctor's release may be required in order to return to work.

## **ACCIDENT FORMS**

A report of each accident must be completed by the teacher/coach/supervisor present at the scene of the accident or by the person who is responsible for supervision at the time. Accident forms are available in the nurse's or building principal's office. Care should be taken to complete all statements applicable to the case. This information is very important in cases where insurance is involved. Date, time, injury, place, and teacher present--MUST BE FILLED OUT.

## **ACTIVITIES**

Permission for school activities, other than those scheduled on the activities' calendar, must be requested from the Principal at least one week in advance of the proposed activity so that transportation, etc. may be arranged.

## **ACTIVITY FUNDS/ACCOUNTS**

Activity funds/accounts are public funds. Expenditures, which lack public purpose, shall not be made from public funds. All funds collected through school activities are under the financial control of the school district (the district, not students, is the owner of the funds). The district has the right to regulate both the fundraising activities and the expenditures of the funds raised. Both fundraisers (completed application specifying purpose) and expenditures (completed/approved purchase request/purchase order) must have prior approval by the administration before being presented to students/organizations. Appropriate expenditures include ordinary and necessary expenses of operating district sponsored and supervised co-curricular activities. Such expenses need to fit the educational purpose of the activity. Student activity funds may not be allocated to any private organization or person. Records must be maintained for each activity account. The sponsor of each activity account has the responsibility to make sure that the above laws/rules are followed.

## **ACTIVITY PASS**

Each support staff employee (9 or 12 month) that has signed an employment agreement will be issued an Activity Pass that will allow the employee only to attend school events (home only).

## **ANNOUNCEMENTS/ BULLETINS**

Elementary announcements are made over the intercom at 8:15 a.m. Teachers are encouraged to share "good news" from their classrooms for elementary announcements. Middle School and High School announcements should be read during the time determined by the building principal. Please post in your room after reading the announcements. A faculty/staff bulletin is emailed daily. Items to be included in either bulletin must be submitted as early as possible to the office.

## **AEA (Central Rivers)**

All books and materials will be dropped off or returned to Central Rivers AEA once each week (schedule determined by Central Rivers AEA). Please have materials turned in to the appropriate office by 3:30 p.m. prior to the date they are due. Orders for items other than books and materials are handled through their online ordering system.. Use your own identification number given to you by Central Rivers AEA on every film or book order.

## **ASSEMBLY SUPERVISION**

When we have meetings or assemblies, teachers are to take their students to the assembly, keep the students together, sit with them, and supervise them.

## **AUDIO VISUAL**

The librarian/media/IT person is in charge of the audio-visual equipment. The media specialist will outline procedures to be used. Any teachers needing assistance with the operation of media equipment please see the media specialist.

## **CHILD ABUSE**

The child abuse law requires that certified school employees, such as teachers and administrators, are mandated or legally required to report whenever in the course of employment the reporter believes or has reason to believe a child has been injured as a result of abuse. The person who has the suspicion must report directly to the Department of Human Services at 800-362-2178. Ask for an in-take person. Please notify the principal and counselor once you have reported a situation.

## **COMPUTERS**

All staff members are expected to completely shut down their computers and turn off monitors at the end of the day. When not in the classroom, computers are to be secured so unauthorized students or staff do not have access to the computer programs and confidential information. Computers are the property of the school district. User files may be subject to access by authorized employees of the Jesup Community School District during the course of official business. Accordingly, users should have no expectation of privacy and their activity may be monitored.

## **COMMUNITY MEMBERSHIP**

All staff members are urged to use every opportunity to become known to people of our community. Business dealings, social affairs, school meetings, etc. are opportunities to become acquainted. Your participation in community activities will be supported and is a positive reflection on the school.

## **CONFIDENTIAL INFORMATION**

Confidential information about students and families should be cautiously shared and only for professional reasons. Having such information is a responsibility guided by high standards. Guard against creating labels for students while "visiting and venting" during your "time away" in the staff room. Confidentiality is part of professionalism. - "Honor the Absent"

## **EMPLOYEE CONFLICT OF INTEREST IN DEALING WITH STUDENTS**

It is the goal of the Jesup School District to ensure all students are treated consistently and fairly based on their individual merits and circumstances. Therefore, employees of the District must separate their professional work from their family and personal relationships when dealing with students. Employees should refrain from using their position within the school district to confer preferential treatment on children of their own or the children of other employees or personal friends. Such preferential treatment shall be considered a professional conflict of interest. Unwarranted preferential treatment of students may result in disciplinary action.

This policy is intended to prevent any inappropriate preferential treatment to students during the assignment of grades, making school opportunities available to students, and in meeting out consequences for inappropriate student behavior.

Whenever possible, employees should refrain from being involved in substantial school-related decisions and actions being taken by other staff and administrators affecting their own children. Employees always will be able to be involved as a parent, like other parents who are not school employees. This will ensure the fair and consistent treatment of students.

### **CUMULATIVE FOLDERS**

All cumulative folders and permanent record cards will be kept in the principal/ counselor office. The cumulative folders are to remain in the office at all times. A list of people who have access to the cumulative folders is posted in the office. You must check with the secretary or counselor prior to reviewing a folder.

### **CUSTODIANS**

All custodian/maintenance requests must be written on a maintenance request form and submitted to your principal. Teachers can be of considerable assistance to the custodians by keeping paper and other things off the floor at the end of the day. It is important to keep woodwork, whiteboards, and walls free from tacks and stickers. If you have needs, please fill out a maintenance request form and submit it to the principal.

When the teacher leaves the building for the day, he/she should make sure that the windows are closed and the shades properly adjusted, doors locked, and waste cans placed in the hallway.

### **DAILY SCHEDULE**

School shall begin at 8:15 a.m. and dismiss at 3:15 p.m. All teachers should be in the building by 7:30 a.m. unless meetings are scheduled or they have assigned duties. Teachers may leave the building at 3:30 p.m. On Mondays & Fridays, teachers are to be in school at 7:45 a.m. On Fridays and days preceding holidays and vacation periods, teachers may depart after buses have left the premises.

Students should not be in the building before 7:55 a.m. unless eating breakfast or other arrangements have been made.

### **DIRECT DEPOSIT**

Direct deposit is required for all employees hired after July 1, 2005. See the Board Secretary for information.

### **DISTRICT LOGO/BRANDING**

When using the district logo for print or publication, please consult the District Logo Appropriate Use Guide for appropriate use. The Appropriate Use Guide can be found in the admin drive..

### **DUTY**

Supervision duty of halls, cafeteria, bus loading and unloading, and playground is assigned to staff members.

### **EMERGENCY DRILLS**

Emergency drills (fire/tornado/safety) will be held several times during the year without advance notice. A chart showing routes to take from each room should be posted near the door exit. This chart should be studied and your students informed so that everyone will be ready when the first drill is called.

As soon as the alarm is sounded, your group should pass in an orderly line to the appropriate designated area. All employees must report to the designated area with the students. It is essential to remember that proper organization, rather than speed, is to be stressed in an emergency drill. Each teacher should take the red emergency folder with them to verify that all students are safe and accounted for.

### **EMERGENCY INTERRUPTION**

Classroom interruptions will occur for emergency situations only. Staff will not be called to the telephone during a class period unless it is an emergency.

### **EXCUSING STUDENTS EARLY**

In order that a student may leave school early, for any reason, the parent must make a written request or telephone the office. The office must approve the note or call before the student leaves the building. Parents are asked to sign out the students in the office at the elementary level. Students are asked to sign out in the office at the Middle School and High School levels. If students leave early or arrive late, they are to report to the office prior to leaving and/or entering the classroom.

**EXCUSING STUDENTS FROM RECESS-ELEMENTARY** Students are to participate in recess unless they have a valid note or medical excuse. Each teacher is responsible for students staying in his or her classroom during recess. You can make arrangements with a fellow teacher if you have an assigned duty. Never leave students alone.

### **FIELD TRIPS**

Field trips are part of the curriculum. Teachers are encouraged to arrange field trips, but to remain aware of expenses and choose trips that contribute to the achievement of the school district's educational standards and benchmarks. Field trips are to be arranged with the principal well in advance. Board approval will be required for field trips and excursions that involve unusual length or expense.

A signed permission slip from the parents must be secured before a field trip. The teacher is responsible for the distribution and collection of the permission slip, arranging bus transportation in advance, and coordinating medical needs with the nurse. Forms for bus transportation can be obtained from the office. The permission slips should remain with the teacher until completion of the field trip and then returned to the office. If your class is going to the city park, on a nature walk, etc., please make sure you take a 2-way radio with you. The radio may be checked out of the office.

### **FAMILY NIGHT/SUNDAY**

It is the policy of the school to set aside Wednesday evening and Sunday prior to noon and after 6:00 p.m. for family activities. No school function is to be scheduled or held past 6:00 p.m. on Wednesday or prior to noon and after 6:00 p.m. on Sunday without the approval of the building principal. It is the responsibility of the supervisor to ensure students are out of the building by 6:00 p.m. on Wednesday nights.

## **FUNDRAISERS**

Fundraiser applications need to be turned in to the building principal by the beginning of the school year in order to reserve those dates on the calendar. All fundraisers must receive prior approval from the administrative team and school board for final approval. An Application to Conduct a Fundraiser form is available in each office. Under no circumstances may any staff member (including coaches and teachers) have an outside bank account that receives deposits from those fundraisers. The staff member is responsible for collecting money and keeping accurate records of sales and deposits. All monies must be deposited or left with an administrator on a nightly basis. Staff members that do not follow the above procedures may be personally responsible for any lost/stolen money/goods.

## **GRADING**

Each grade in PK-2 has a specific marking system.

Marking system for grades 3-12:

- A (93-100); A- (90-92) - Superior
- B+ (87-89); B (83-86); B- (80-82) - Good, Above Average
- C+ (77-79); C (73-76); C- (70-72) - Average
- D+ (67-69); D (63-66); D- (60-62) - Below Average, Yet Passing
- F – Failing

At the Middle School level, teachers will be using Standards-Based Grading. We grade students based on their achievement on the learning targets. Most non-academic factors are removed so that the grade is the truest representation of what students know and are able to do. Students will receive scores from 4-0 on their assignments and tests. Those scores will then be translated back into a letter grade for their report card.

Grades are posted at mid term and end of term.

## **GUIDANCE**

Staff members are often the first adults to recognize student problems and can assist students. When problems are recognized, please confer with the counselor. Various testing programs will be conducted during the school year to attempt to identify traits common to individual students. The results of these tests and other materials, such as anecdotal records, are recorded in the student's cumulative record.

## **HALL DUTY**

Teachers are expected to stand in the hall by their door during the passing of classes. Teachers are to be in the classroom at the start of each class period.

## **HATS IN THE BUILDING**

Hats/caps should be removed upon entering the building.

## **HEALTH**

First Aid---

1. The Emergency Response Team is designated to perform first aid in the event of the nurse's absence.
2. A Red Cross First Aid Manual is in the nurse's office.
3. Basic rule for accidents: Stay calm and use your good reasoning ability. Remember that there are

only three situations that require immediate action--

(a) bleeding; (b) stoppage of breathing; and (c) poisoning.

#### Procedures---

1. Care must be exercised in letting a student who has been ill or hurt at school go home alone. Any student going home because of sickness MUST go to the nurse's office where the necessary arrangements will be made for the student to go home.
2. Use common sense about sending students to the nurse's office. Have them wait 10 to 15 minutes to see how they feel unless there is absolutely no doubt about needing to go. Some students use this as a means to get out of the room.
3. Students at all grade levels must check in and out of the respective offices before going to the nurse.

#### Medication---

1. All medication, including cough drops, etc., will be administered by the nurse. Medical permission forms MUST be completed and signed by the parents and/or the prescribing physician prior to the issuance of any and all medicines (including cough syrup, etc.). These forms are available in the school nurse's office. Medication is to be sent in an original labeled container from a pharmacy or drugstore.

### **HONOR ROLL**

Honor roll will be calculated each quarter/trimester in Middle School and at semester in High School. Any student with a grade point average of 3.0 or higher is on the honor roll. Any student with a grade point average of 3.5 or higher is on the gold honor roll.

### **INTERNET POLICY**

Employees are expected to practice appropriate use of the Internet and follow Policy Code No. 605.6. Violations may result in discipline up to, and including, discharge. It is noted that any device that operates a @jesup.k12.ia.us account, the information associated with that account may be deleted or modified by the district.

### **MEDIA CENTER**

All teachers will participate in the selection of library books. Books selected should be carefully evaluated to determine vocabulary, story content, multicultural, non-sexist pictures, ethical and moral implications, and quality of workmanship to be found in the publications.

### **MEETINGS-STAFF/GRADE LEVEL/ADVISORY**

Jesup building staff meetings will be held on a monthly basis. Additional meetings may be held as the need arises and announced with prior notification, if possible. Your attendance is required. If in an emergency you are unable to attend a staff meeting, please notify the principal. YOU are responsible for obtaining the information that was announced and/or discussed. Please check with a colleague for this information.

### **PARENT COMMUNICATION**

The education of every student is a teaming process of partnership between the parent/guardian and teacher. Therefore, it is of the highest priority and a necessity that the channel for two-way communication is kept open.



The following are the responsibilities of each teacher in communicating with parents/guardians:

- Encourage parents/guardians to call at any time.
- Attend the scheduled parent-teacher conferences.
- Schedule conferences on an as-need basis with parents/guardians other than regular conferences.
- When you identify a problem, contact parents immediately and be prepared to offer alternatives to solve the problem.
- Always be well prepared and have facts available to you.
- Continuously inform parents/guardians of the progress of a student who has been falling behind. Call them by telephone or send them a note.
- Return parent/guardian phone calls/emails promptly.
- Classroom newsletters and notes can be reviewed by the principal before they are sent.
- The administration strongly encourages communications to the parents/guardians.

### **PARENT TEACHER CONFERENCES**

During the parent-teacher conference days, our responsibility is to be available to visit with parents/guardians. Therefore, athletic groups, music groups, dramatic groups, etc. shall not schedule practices during scheduled conferences.

### **PARTY INVITATIONS**

PK-8 invitations to parties are only allowed to be distributed at school if all members of the class are invited.

### **PASSES**

All students should have a pass when not in the classroom.

### **PETS**

According to Board Policy, live animals will not be allowed in school district facilities except under special circumstances and only for an educational purpose. Permission from the principal will be required of anyone wishing to bring an animal into school district facilities. Appropriate supervision of animals is required when animals are brought into the school district facilities.

The person bringing the animal must furnish transportation for the animal brought to school. Animals will not be allowed to travel to and from the student's attendance center on the school bus without prior approval from the principal.

### **PRINTING GUIDELINES**

Special orders being sent to Central Rivers AEA (including laminating and special copying) will follow these guidelines:

- 1) Materials to be copied may be left in the Central Rivers AEA bag located in the office.
- 2) Please allow at least a ONE-week turn around.
- 3) Finished materials will be delivered to the school office and placed in your box.
- 4) No materials protected by copyright laws will be duplicated anywhere – by Central Rivers AEA or any school machine.
- 5) A form must accompany each order.

## **PUBLICATIONS, PUBLICITY AND PICTURES**

The building principal will review all publications, programs, etc., (i.e., programs for concerts or plays, newsletters, newspapers, booklets).

Publicity and pictures in the local newspaper are highly encouraged. When you have such information or ideas for pictures that would be a good newspaper copy, please check through the office in advance. Utilizing our social media is highly recommended to keep our parents and community informed.

## **REPORT CARDS**

At the end of each quarter, students receive report cards containing their final quarter grades in all of their courses. In the Middle School, students receive report cards containing their final trimester grades in all of their trimester courses and current grade in quarter courses, if applicable.

## **REQUISITIONS**

Requisitions must be submitted for all purchases and preview material. Items purchased or previewed without a requisition and a purchase order may become the financial responsibility of the staff member. Never charge items to the school.

## **SCHOOL AND ITS OPERATION**

Each teacher is expected to leave his/her classroom in an orderly appearance. Please set aside the last three or four minutes of the school day and designate it a clean-up period.

### **1. Locking Doors and Using Lights**

Each teacher is responsible for the condition of the classroom he/she used last. Use the lights wisely. The lights should be turned out when not in use. Any teacher using the building after regular hours should ensure that all outside doors are locked and sure all lights are out before leaving the building.

### **2. Use of Building**

The building should be used on a planned basis. During the regular school hours, the building will operate on a schedule. When a particular area is not already in use, it may be used if the principal gets notice of such intention. Check with the superintendent's office for building use schedules if specific areas are needed for an event.

### **3. Students Leaving the Building**

Students should leave the building promptly each day unless they are scheduled for an activity or desire to study. No student other than those in activities and meetings will be permitted to remain in the building after 3:30 p.m. This does not pertain to students remaining for some purpose by the teacher.

## **SCHOOL CLOSING-UNSCHEDULED**

The Infinite Campus Messenger system will be utilized to notify staff when school will start late or be canceled. This notification can come to you via voicemail, email, text message or a combination of these. District school closings are announced on TV channels 2-KGAN, 7-KWWL, and 9-KCRG. Information is also available through the school website [www.jesup.k12.ia.us](http://www.jesup.k12.ia.us) (alerts will scroll near the top) and social media.

## **SCHOOL DAY**

Students are requested not to report to the school building earlier than 7:55 a.m. and should go home directly after dismissal with the exception of classes, scheduled activities, or study. Students eating breakfast may arrive at 7:40 a.m. During cold and inclement weather, however, provisions will be made to care for elementary students who come from some distance and who arrive before the regular time for opening the doors.

## **SCHOOL SUPPLIES**

Needed supplies may be obtained in the office. School supplies are to be used for school use only. Personal use of these supplies is unprofessional as well as unlawful.

## **SMOKE/TOBACCO/VAPE -FREE FACILITY & GROUNDS**

All buildings, athletic complex areas, parking lots and exteriors of the buildings are smoke and tobacco-free environments and as such no use of tobacco or look-a-like products are allowed on school district property.

## **STUDENT TEACHERS**

Students should have the regular teacher as much as possible. There is a responsibility to the profession of teaching to allow student teachers to extend their academic experience by working in our district. Prospective student teachers must meet with the supervising teacher and building principal before the student teacher is accepted by the school.

## **SUBSTITUTES**

Student learning must continue in the absence of the teacher. In order to ensure that students have the opportunity to have a productive day with a substitute, a substitute-planning folder is necessary. Complete the substitute folder with additional forms and deliver to the office no later than the fifth day of school. Include the supervision schedule with your name highlighted.

Your substitute folder will be kept in the office and given to the substitute when he/she checks in at the office. Throughout the year, it may be necessary for you to update your folder.

Visit with your students about their expected behavior if a substitute should ever be their teacher. Impress upon the students that substitutes are like guests in our school. The impression the students leave with a substitute sends a message to the surrounding communities about our students, teachers, staff, and administration. We want our school to be known for well-educated and well-behaved students. Thank you for your cooperation.

The following items should be available for the substitute:

- 1) Sheet of "Directions to the Substitute"
- 2) Class seating chart
- 3) Lunch schedule
- 4) Description of duties if applicable
- 5) Name and location of nearby teachers
- 6) Detailed plans are expected

## **SUPERVISION OF STUDENTS**

No class should be left alone at any time. Students are always to be supervised. No student meetings should be permitted unless a faculty member is actually present.

## **TECHNOLOGY REPAIR REQUEST**

Technology requests should be made by contacting the technology director directly or reporting the issue to the building office.

## **TELEPHONE USE-STUDENTS**

Please do not let students come to the office to use the telephone unless you have checked their reasons for doing so. They may use the telephone only when there is a real need. PLEASE USE YOUR DISCRETION. Send only one student at a time.

## **TELEPHONE USE-TEACHERS**

Please use your personal cell phone for personal calls. Personal calls should be limited and not interfere with job performance.

## **TESTING**

1. ISASP: Administered to students in grades 3-11
2. FAST Testing for literacy and math administered to students in grades K-6

## **TEXTBOOKS**

All teachers should record the textbook numbers in the front of their grade books or on book cards and should also write the name of the student to whom the book was issued. Please discuss the care of textbooks with your students. Covering textbooks for protection is strongly encouraged.

## **VISITORS/PARENT VISITATION**

Visitors, including parents, must report to the Principal's Office on arrival and pick up a visitor's badge. Visitors desiring to make classroom visits must obtain prior approval from the principal. The principal will inform the teacher of this request prior to the parent visit. When making classroom visits, parents are asked not to bring younger children. If a parent-teacher conference is desired, an appointment should be made. Middle school and high school parents are encouraged to allow their child to develop independence and responsibility while school is in session. We encourage parent involvement but also ask that parents are not interfering with daily routines of staff and students.

## **VOLUNTEERS**

An organized volunteer program exists at Jesup Community School. All volunteers for extracurricular activities, coaches, or classrooms must be cleared through the administration. Teachers are encouraged to take advantage of the program. Contact the office for volunteer assistance in your room, for material preparation or for extracurricular activities.

**\*\*\*\*INFORMATION BELOW IS LANGUAGE FORMERLY FOUND IN  
THE COLLECTIVE BARGAINING AGREEMENT\*\*\*\***

**HOURS OF WORK**

**A. Workday**

**1. Length of Day**

The workday shall consist of eight (8) hours and shall include a duty-free lunch period. In addition, the Administration may require the presence of employees before or after the workday for other duties.

**2. Arrival and Dismissal Time**

Employees will report for duty at 7:30 a.m. on Tuesday, Wednesday and Thursday. On Monday and Friday employees will report at 7:45 a.m. Employees will remain on duty until 3:30 p.m. On Fridays and days preceding holidays and vacation periods, the employees' workday shall end after school buses depart the premises.

**3. Special Exception**

An employee shall be allowed to end the employee's workday at the close of the students' day on days other than Friday or days preceding holidays and vacation periods only with permission of the Superintendent. If the Superintendent's absence from the school premises during the period prior to the event in question prevents contact with the Superintendent, the Principal shall be contacted for permission. The Superintendent's or Principal's decision on this matter is fully discretionary with him/her. Employees shall not leave the premises during normal working hours without the approval of the Principal or his/her designee.

**B. Lunch Period**

Employees shall have a daily minimum of twenty (20) consecutive minutes of duty-free lunch period in all instances where the same can be accomplished without employment of additional personnel by the Board. Employees who need to leave the premises during this time are to notify the Principal or his/her designee.

**C. Preparation Time**

Each employee will be scheduled twenty (20) consecutive minutes of preparation time during the normal student day. In the event of a schedule change due to weather related late starts/early dismissals, special events, or other unforeseen circumstances an employee's preparation time on such days may be affected.

**WAGES AND SALARIES**

**A. Personnel in Special Categories**

**1. Vocational Agriculture, Family Consumer Science, Librarian and Industrial Technology, and Guidance Counselor** - In the event that an extended contract is offered it will be paid at the same rate as their regular contract.

**2. Title I Teachers** - These teachers will be placed on their appropriate step of the salary schedule.

**B. Extra-Curricular Activities**

**1. Approved Activities** - The Board and the Association agree that the extra-curricular activities listed in the supplemental salary schedule are official school sponsored activities.

**2. Rates of Pay** - Employee participation in extracurricular activities which extend beyond the regularly scheduled in-school day shall be compensated according to the rate of pay as listed in the supplemental salary schedule.

### Substitution by Employees

In the event that a regular substitute is not available, the building Principal may assign an employee to serve as substitute. The building Principal's decision in this regard shall be at his/her discretion. Employees so assigned shall be paid at the rate of thirteen dollars (\$13.00) per class period, or the pro rata share thereof, if the assignment takes the employee from preparation time. This will also include the pay at the elementary level when a class is to be split or covered between other teachers.

## **INSURANCE**

A. Each full time certified employee shall be allotted a stipend to apply toward a cafeteria flexible benefit insurance program. Part-time employees shall be pro-rated if elect to enroll in the District's health insurance plan.

The Board will establish a fringe benefit program to comply with Section 125 of the Internal Revenue Code.

### B. Coverage

The Board provided insurance programs shall be for twelve (12) consecutive months beginning September 1, and ending August 31, so long as the same is allowed by the carrier retained by the Board. However, employees new to the District shall be covered by Board-provided insurance no later than the first (1st) day of the first (1st) full month following their first (1st) working day at school to the extent this arrangement is allowed by the carrier retained by the Board.

### C. Descriptions

The Board shall provide each employee a description of the insurance coverage within ten (10) days of the beginning of the school year or date of employment. The Board shall provide such descriptions as are provided by the carrier.

## **HEALTH PROVISION**

### **EMPLOYEE PHYSICAL EXAMINATIONS**

Please refer to Board Policy 403.1.

### **OTHER PAYROLL DEDUCTIONS**

Upon appropriate written authorization from the employee, the Board shall deduct from the salary of any employee and make appropriate remittance for annuities, insurance, or any other programs.

## **SICK LEAVE**

### A. Accumulative Benefits

Employees shall be entitled to fifteen (15) sick leave days as of the first (1st) official day of the school year whether or not they report for duty on that day. Unused sick leave shall be cumulative from year to year up to one hundred fifteen (115) days limit. Whenever a teacher reaches the maximum of one hundred fifteen (115) days, any sick days used that year shall first be taken from that year's fifteen (15) current entitlement days and then from the one hundred fifteen (115) day accumulation, if necessary.

Sick leave shall not be granted for employee elective surgery or for leaves for which reasonable evidence cannot be shown, reaffirming the necessity of sick leave absence. Sick leave will be prorated based on the employee's actual days of work.

## B. Extended Leave

An employee who is unable to work because of personal illness or disability and who has exhausted all sick leave available may be granted a leave of absence without pay for the duration of such illness or disability, up to thirty (30) days prior to the beginning of the next year. All benefits, including insurances, shall be continued for a period of thirty (30) days following the depletion of the accumulated sick leave. Benefits may be continued by the employee after accumulated sick leave and the thirty (30) day period have elapsed.

## **TEMPORARY LEAVES OF ABSENCE**

### A. Paid Leaves

Employees shall be entitled to the following temporary leaves of absence with full pay.

#### 1. Personal

a. At the beginning of the school year, each employee shall be credited with two (2) day, which may accumulate to four (4) days to be used for any purpose at the discretion of the employee, except for the following:

- (1) No personal day shall be used for any kind or form of work stoppage.
- (2) Personal day may be used immediately before or after a holiday or vacation period as long as a sub can be attained.
- (3) An employee planning to use a personal leave day or days shall notify the Principal at least three (3) school days in advance, in writing, except in cases of emergency or extenuating circumstances as determined by the Superintendent or his/her designee.

b. Any teacher who has accumulated the maximum of four (4) personal days and chooses not to use the one (1) or two (2) personal days which would otherwise be lost at the end of the school year, shall receive monetary reimbursement for the unused day or days. The reimbursement for each unused day shall be equal to the amount currently paid to a substitute teacher for one (1) day. In the event that it is only a half (1/2) day that is not taken and would otherwise be lost at the end of the school year, the reimbursement for that half (1/2) day shall be equal to the amount currently paid a substitute teacher for a half (1/2) day.

#### 2. Legal Leave

Any employee called for jury duty or subpoena court appearance during school hours shall be permitted to be absent without loss of pay and without charge against leave provided the employee notifies his/her principal of the upcoming absence as soon as possible after the employee is informed of the date of said jury duty or court appearance. Any fees or remuneration the employee receives during such leave for serving on a jury shall be turned over to the school district. Cases involving personal matters which are not job related shall be excluded.

#### 3. Association

Up to four (4) days shall be available to the Association to attend conferences and conventions of the local, state and national affiliated organizations. The Association shall notify the Board at least one (1) week prior to the conference or convention as to the employees who shall be attending and the dates of their leave and shall reimburse the school district for the cost of substitute teachers.

#### 4. Professional Leaves

Professional leave days may be made available to employees to attend educational events with advance approval of the Administration. Expenses shall be paid by the employee unless reimbursed by the District. Professional leaves shall be granted at the sole discretion of the Administration.

## 5. Bereavement

Up to five (5) days of leave shall be granted at any one time in the event of death of an employee's spouse, child, step-children, parent, step-parent, and any other member of the immediate household. Employees shall be granted the following:

- a. Up to three (3) days in the event of death of an employee's brother or sister, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother in-law, sister-in-law, grandparents, and grandchildren.
- b. Up to one (1) day off in the event of the death of an aunt, uncle, niece, or nephew.
- c. Up to one (1) day off in the event of the death of other family or close friend or for any funeral in which they are an active participant in the funeral service. This is a maximum of one occurrence per contract year.

## 6. Family Illness

Employees shall be allowed to use leave from their annual allocation of fifteen (15) sick leave, as stated above, at full pay for illness requiring the presence of the teacher to provide care in the immediate family as certified by the attending physician if required by the Administration. Accumulated sick leave may NOT be used for family illness unless prior approval from the superintendent for unique circumstances. The immediate family shall be defined as: wife, husband, sons, daughters, step-children, foster children, parents, exchange students residing with the family and any of the following: brothers, sisters, grandparents, grandchildren, or step-parents.

## B. Unpaid Leaves

### 1. Emergency Leave

An employee may be granted unpaid emergency leave by the Superintendent, or in the Superintendent's absence, by the Principal. The decision so made by the Superintendent or the Principal shall be totally discretionary.

## **EXTENDED LEAVES OF ABSENCE**

### A. Maternity Leave

Maternity leave shall be granted as per Iowa Code.

Maternity leave shall be granted for the birth of a child. Sick leave and personal leave can be applied to time off related to maternity leave. Paid time off only applies to days an employee is medically released from work by the employee's physician and if the employee has sick or personal leave remaining. Employees must present an authorization from their physician stating they are released to return to work. After being released to return to work, an employee may take additional days under the Family Medical Leave Act (FMLA). Any unpaid days incurred will be deducted starting the pay period after the employee returns to work and the total unpaid deduction will be divided between pay periods remaining in the employee's contract.

### B. Paternity Leave

Paternity leave allows up to 10 days to be used from your current year sick leave. The 10 days do not have to be used consecutively but within the first six months of birth.

### C. Family Illness

A leave of absence without pay and without paid benefits for up to one (1) year may be granted for the purpose of caring for a sick or injured member of the employee's immediate family whose life is in jeopardy. Said leave may be granted at the discretion of the Board.



#### D. Adoption

Any employee who becomes an adoptive parent of a child of up to school age shall be entitled to paid leave, taken from your current year's sick leave, of up to ten (10) consecutive school days following final legal adoption of a child who is non-school age (younger than 5 years old by September 15<sup>th</sup>) in the employee's home. When the adopted child is of school age (5 years old or older by September 15<sup>th</sup>), the employee will be granted up to five (5) days of paid leave, taken from your current year's sick leave. The employee shall notify the Board as soon as the employee becomes aware of the approximate date of said placement and of any changes in that placement date thereafter. Court documents are required.

#### E. Sabbatical

An employee on a Board-approved unpaid leave (either for one-half [1/2] of a school year or for a full school year) shall upon return from sabbatical leave be placed on the salary schedule and be given the same benefits as he/she would have accrued had he/she taught in the District during such period. All benefits, including insurance, shall be continued during the leave at the employee's expense.

#### F. Family Medical Leave Act

Employees of the District are entitled to unpaid family and medical leave to the same extent and subject to the same terms and conditions as set forth in the Family and Medical Leave Act of 1993 and the regulations implementing the Act. No provision of the Act is diminished by the inclusion of this provision in this contract nor are the pre existing family or medical leave provisions of this contract diminished by the inclusion of this provision in this contract.

### **STAFF REDUCTION PROCEDURE**

#### A. Board Determination

When the Board has made the determination that a reduction in staff among employees within a specific area of employment is necessary, the procedure for determining the employee or employees who will be reduced from staff shall be in accordance with this Article.

\*Note: No bargaining unit member employed with the Jesup Community School District previous to the 2006-2007 school year will be adversely affected by this change in staff reduction agreement. Anyone employed before the 2006-2007 school year that would be better served by the previous staff reduction agreement will be granted its use. Any such request must be in writing within 5 school days of receiving notice of staff reduction.

#### B. Area of Employment

The areas of employment as that term is used in this Article are defined as follows:

- Classroom teachers, Pre K-4
- Classroom teacher Rural K-8
- Science, 5-12
- English, 5-12
- Family and Consumer Science, 5-12
- Languages, 5-12
- Mathematics, 5-12
- Social Studies, 5-12
- Business Education, 5-12
- Art, K-12
- Physical Education, K-12
- Industrial Technology, 5-12
- Guidance, K-12
- Instrumental Music, K-12
- Vocal Music, K-12

Library/Media, K-12  
Title 1, K-5  
Vo Ag, 5-12  
Special Education, Pre K-12

### C. Procedure

The reduction within the affected area of employment shall be accomplished as follows:

1. Reduction will first be accomplished by attrition.
2. Reduction will be accomplished secondly by reducing employees with temporary or emergency certification within the area of employment. In the event that there are more than one (1) such employees affected, the Administration will determine which of such employees will be reduced on the basis of the criteria established in Section C-3.
3. When neither attrition nor reduction of temporary or emergency certified employees accomplishes the required reduction within the affected area of employment, the Administration shall determine the employee within that area of employment to be reduced according to the following criteria as each is weighted below:
  - A. Total teaching experience in the Jesup Community School District - 18.
  - B. Total teaching experience in other school systems - 10.
  - C. Breadth and depth of certification endorsements and educational preparation.  
Endorsements and educational preparation relative to the area of
  - D. Employment shall take priority over other endorsements and educational preparation - 18.
  - E. The educational subject area and grade levels in which reductions are being made - 18.
  - F. Relative skill and ability as measured by the employee evaluation - 18.
  - G. The need to avoid termination of existing programs, curricular or extracurricular - 18.
  - H. When the foregoing factors are relatively equal, the employee teaching in the affected area of employment with the least seniority shall be reduced.
4. The Board shall notify the employee or employees to be reduced of the contemplated reduction as soon as is reasonably possible, in accordance with the Code of Iowa, and shall meet with said employee or employee's time mutually agreeable to all parties to said meeting to discuss the reduction.

### D. Layoff Due to Staff Reduction

During said layoff due to reduction, the employee shall not be prevented or prohibited from seeking and accepting employment elsewhere, and shall not be terminated for this reason except on written request by the employee. After two (2) contract years on said layoff, the employee will be removed from the list of employees on layoff due to reduction in staff. Employees on layoff due to reduction in staff shall receive no insurance benefits at Board expense during that status, but may elect to continue insurance benefits by paying the premiums themselves direct to the carrier, contingent upon approval of said procedure by the respective insurance carriers.

### E. Recall

An employee on layoff due to reduction shall be offered the first vacancy that occurs in the District within the area of employment from which the employee was reduced, providing the employee is certified for said position at the time of recall. Recall in this fashion shall be in reverse order from the order of reduction from that area of employment. The employee recalled by the Board shall be notified of said fact in writing by certified mail and shall accept the position offered in writing by certified mail within ten (10) days of the receipt of said written notice. If the employee so notified fails to accept that position within said time limits, the employee has then declined the position and surrendered all recall rights. The employee will then be

considered an applicant. An employee recalled from reduction shall retain the employee's position on the salary schedule occupied when the reduction began, together with an increase on said salary schedule for experience gained during this period in other districts in Iowa, or additional qualifying education during said period as same has been defined in the Section pertaining to wages and salaries. Employees employed to fill a vacancy created by the awarding of a leave of absence or employed after September 1 shall not be eligible for the benefits of this Section.

## **CHAIN OF COMMAND PROCEDURE FOR CERTIFIED STAFF**

### **A. Definitions**

#### **1. Complaint**

A complaint shall mean only that there has been an alleged violation, misinterpretation or misapplication of any of the specific provisions of the Collective Bargaining Agreement, District Handbooks or Board Policy.

#### **2. Complainant**

The complainant is the person making the claim.

#### **3. Party in Interest**

A party in interest is the person making the claim, and any person, who might be required to take action or against whom action might be taken.

### **B. Purpose**

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to any problems that may arise. Both parties wish these proceedings to be kept informal and confidential.

### **C. Procedure**

#### **1. First Step**

An attempt shall be made to resolve the complaint through an information discussion between the complainant and the administrator involved.

#### **2. Second Step**

If a complaint is not resolved informally at the first step, the aggrieved shall file the complaint in written form with the administrator within ten (10) calendar days after the informal conference with the administrator. The written complaint shall state the nature of the complaint, spelling out the specific concerns which have been allegedly violated, misinterpreted or misapplied, and shall state the remedy requested. Within fourteen (14) calendar days after the administrator receives the written complaint, a meeting at a mutually agreeable time shall be held with the aggrieved to discuss the alleged complaint and attempt to resolve the same. The administrator or his/her designee shall render such a decision and communicate it in writing to the complainant within fourteen (14) calendar days following the meeting between the administrator and the complainant.

#### **3. Third Step**

In the event a complaint has not been satisfactorily resolved at the second step, the complainant may file an appeal of the administrator's answer within ten (10) calendar days of the said written decision with the Superintendent or his/her designee. Within fourteen (14) calendar days after the written complaint is filed, the complainant, the representative(s) of the complainant, if desired, and the Superintendent shall meet in an attempt to resolve the complaint. The Superintendent or his/her designee shall file an answer within fifteen (15) calendar days of the third step complaint meeting and communicate it in writing to the employee, the administrator, and the representative of the employee.

#### 4. Fourth Step

##### Meeting with School Board Staff Committee

If the complaint is not resolved satisfactorily in step three, there shall be available a fourth step meeting with the School Board Staff Committee. The request to meet with the School Board Staff Committee should be filed with the board secretary. If a request to meet with the School Board Staff Committee is not filed within ten (10) calendar days of the third step reply then the complaint will be deemed settled on the basis of the third step answer. Upon receipt of the request, the School Board Staff Committee will convene within 14 days unless another time is mutually agreed upon by both parties.

#### D. Rights of the Complainant

##### 1. Representation

A complainant may be represented at all formal stages of the chain of command procedure by himself/herself, or at the option of the complainant, by a representative selected.

##### 2. Meeting Time

All chain of command meetings and hearings shall be held at mutually agreed upon times outside of the regular work day.

#### E. Miscellaneous

##### 1. Year-End Complaint

In the event a complaint is filed at such time that it cannot be processed through all the steps in this complaint procedure by the end of the school year, and if left unresolved until the beginning of the following school year could result in irreparable harm to an aggrieved person, the time limits set forth herein shall be reduced so that the chain of command procedure may be exhausted prior to the end of the school year or within a maximum of thirty (30) calendar days thereafter.

##### 2. Separate Complaint File

All documents, communications and records dealing with the processing of a complaint shall be filed in a separate complaint file and shall not be kept in the personal file of any of the participants. Said complaint file shall be kept in the appropriate principal's office.

##### 3. Time Limits

The time limits specified may be extended by mutual agreement. The failure of an employee to act on any complaint within the prescribed time limits shall constitute a waiver of the alleged complaint and will act as a bar to further appeal of that alleged complaint. An administrator's failure to give a decision within the prescribed time limits shall permit the complainant to proceed to the next step.

4. All complaints must be presented within fourteen (14) calendar days of the date of occurrence or knowledge of the occurrence of the event giving rise to the complaint.

5. At all steps of a complaint after step one, all parties shall have the privilege to have representatives to attend any meeting required to resolve the complaint.

6. All meetings and hearings under this procedure shall be conducted in private and shall include only witnesses and the complainant. Designated or selected representatives may be present beyond step one.

F. If the aggrieved person does not follow the procedure set forth in this Article XIII (C), the Administration and the Board will not be required to process said complaint.

**CHAIN OF COMMAND FORM**  
**JESUP COMMUNITY SCHOOL DISTRICT**

\_\_\_\_\_ Complaint No. \_\_\_\_\_ Name of Complainant

**Second Step (Principal)**

A. Date of event giving rise to complaint: \_\_\_\_\_

B. Specific clause of the Collective Bargaining Agreement, Employee Handbook, or Board Policy violated:

C. Nature of complaint:

D. Remedy requested:

E. We agree to meet to discuss this matter on

at \_\_\_\_\_.

\_\_\_\_\_  
Teacher Initials Admin. Initials

F. Disposition by Principal:

\_\_\_\_\_  
Signature of Complainant Signature of Principal or Designee

Date Signed: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**CHAIN OF COMMAND FORM**

**JESUP COMMUNITY SCHOOL DISTRICT**

**Third Step (Superintendent)**

A. Signature and date of complainant: \_\_\_\_\_

B. Signature and date of representative, if applicable: \_\_\_\_\_

C. Date received by Superintendent: \_\_\_\_\_

D. Disposition by Superintendent: \_\_\_\_\_

Signature of Superintendent or his/her Designee \_\_\_\_\_

**Meeting with School Board Staff Committee**

Meeting with School Board Staff Committee is hereby requested:

\_\_\_\_\_  
Date Signed

Signature of Complainant

\_\_\_\_\_  
Signature of Representative, if applicable Date Signed

Date received by Board Secretary \_\_\_\_\_

Signature of Superintendent \_\_\_\_\_

## **VOLUNTARY TRANSFER PROCEDURE**

### **A. Definition**

A transfer shall be defined as a movement of employees from building level to building level (PS-4, 5-12, Rural K-8). The realignment of the employees within these levels shall not be considered a transfer. Any employee who is realigned will be notified in writing by the District as soon as practical after the District has determined the realignment.

### **B. Notification of Vacancies**

#### **1. Date**

The Superintendent shall post in all school buildings, distribute through email, and post on the school website a list of the vacancies which occur during the school year and which will exist in the following school year upon knowledge of the existence of said vacancies.

#### **2. Requests**

Employees who desire a change in grade level, subject area, building or classroom may file a request for such a change with the Superintendent, in writing. Such a request for change may be filed at any time during the fiscal year. A request for change filed during the previous fiscal year shall not be considered for vacancies occurring during the current fiscal year unless re-filed in the current fiscal year. If an employee does not receive a voluntary transfer the employee will have the opportunity to discuss the transfer with the Superintendent.

### **C. Notice of Transfers**

As soon as is practical after Board action filling any posted vacancies, the Board shall announce its action by posting the same in each school building, distribute through email, and post on the district website as a part of the school board. The Board's decision as to each vacancy shall be in its discretion.

## **INVOLUNTARY TRANSFER PROCEDURE**

### **A. Definition**

A transfer shall be defined as a movement of employees from building level to building level (PS-4, 5-12, Rural K-8). The realignment of the employees within these levels shall not be considered a transfer. Any employee who is realigned will be notified in writing by the District as soon as practical after the District has determined the realignment.

Employees who are requested in writing by the administration to move to another area of employment and are then staff reduced, or who are involuntarily transferred from one area of employment to another area of employment and are then staff reduced, will have their seniority in the previous area of employment.

### **B. Procedure**

The procedure in the event that the Administration has determined that the vacancy shall be filled by a transfer of an employee other than from a request on file pursuant to the Voluntary Transfer Procedure, or in the event that the Administration shall determine that any other change or transfer in grade or subject area or building or classroom is necessary, the principal involved shall notify the transferee in writing of the intended action and shall meet with the transferee to inform the transferee of the reasons for the transfer. Thereafter, the transferee may, within five (5) school days of the receipt of said notice, request in writing a hearing before the Board. If a hearing is requested, it shall be held prior to any final action by the Board on the transfer. The decision of the Board after said hearing shall be final in its discretion.

# JESUP COMMUNITY SCHOOL DISTRICT

## Support Staff

### District Values

- Integrity
- Honesty
- Responsibility
- Perseverance
- Citizenship
- Respect
- Cooperation

### District Belief Statements

We believe that:

- All people have value
- All are responsible for their own actions
- Change is on-going
- All can learn
- Learning is a life-long process

### Learner Performance Goals

- Problem Solver/Critical Thinker
- Quality Producer
- Knowledgeable Person
- Cooperative Worker
- Effective Communicator
- Leader/Contributing Citizen

The Support Staff Handbook is designed to provide you with basic information. Please note support personnel include all non-certified staff employed by the district. This handbook is not a contract but a list of rules/regulations/information. Please keep it to help answer questions you may have about policies, benefits, procedures and responsibilities. This copy is for your personal use.

The tasks we perform are important to the success of the school since each employee has a special job that must be completed to make it possible for us to meet the needs of the many students we serve. We intend to do everything possible to help you advance your career and to satisfy your ambitions so that together we can make continued progress. We hope that your goals will be to always do what is the very best for kids and to never cease to strive to achieve those goals.

Periodically, we may find it necessary to modify or clarify the information contained in this handbook. As policies and the needs of the district change, material set forth in this manual will be updated. Please contact your direct supervisor regarding questions and concerns about material in this handbook.



## **Definition of Support Personnel**

The term of support personnel shall include the following employees whether full-or part-time:

1. Custodial/Maintenance (Including Summer Custodial)
2. Food Service
3. Paraprofessional
4. Secretary
5. Transportation
6. Other Personnel

## **Equal Employment Opportunity**

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, shall be directed to the Affirmative Action Coordinator by writing to the Gina Feldt, Affirmative Action Coordinator, Jesup Community School District, 531 Prospect Street, Jesup, Iowa 50648; or by telephoning (319) 827-1700. Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., St. 800, Milwaukee, Wisconsin, 53203-2292, (414) 291- 1111 or the Iowa Civil Rights Commission, 400 E 14<sup>th</sup> St, Des Moines, Iowa, 50319, (515) 281- 4121. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

## **Recruitment and Selection**

Recruitment and selection of support service personnel shall be the responsibility of the administration. Positions will be posted internally and may also be advertised at the same time in local, regional and/or state newspapers and the district web site. Whenever possible, the preliminary screening of candidates shall be conducted by the supervisor who will be directly in charge of the personnel being hired. The Superintendent of Schools shall have the authority to delegate recruitment and selection responsibilities to administration or supervisors. Names and salaries to be paid shall be presented at the next meeting of the Board for approval, modification or rejection. Selection shall be based upon the merits of the candidate without regard to color, creed, sex, national origin, religion, age, disability or marital status.

## **Qualifications**

Selection of support personnel shall be based on the following qualifications:

1. Training, experience, and skill;
2. Nature of the occupation;
3. Demonstrated professional competence;
4. Possession of, or ability to obtain, state/other licenses or certificate if required for the position; and
5. Positive reference/background check.

Support personnel qualifications shall be evaluated upon the merits of the candidates without regard to their race, color, creed, sex, national origin, religion, age, disability or marital status.

## **Public Relations**

Each employee is an ambassador for Jesup Community School District. Being an employee of Jesup Community School District carries certain responsibilities. If you have an issue with the district or any district employee, it is your responsibility to solve that issue internally, not publicly. The process to solve employee issues is stated in the Grievance/Complaint Procedure in this booklet. Any support services personnel who discusses negative employee, supervisor, student or district issues publicly may be subject to disciplinary action up to and including termination.

## **Employee Conduct and Appearance**

Employees are role models for the students who come in contact with them during and after school hours. The board recognizes the positive effect employees can have on students in this capacity. The board strongly suggests and encourages employees to dress themselves, groom themselves and conduct themselves in a manner appropriate to the educational environment.

Employees shall conduct themselves in a professional manner. Employees shall dress in attire appropriate for their position which includes the wearing of district name badges. Uniforms, if provided, should be worn at all times. Clothing should be neat, clean, and in good taste. Discretion and common sense call for an avoidance of extremes that would interfere with or have an effect on the job that they are assigned to.

The district has allowed a uniform allowance of \$100 per year for Food Service Personnel and \$125 per year for Custodial/Maintenance Personnel. The uniform allowance will be available at the beginning of each work year (July) and can be ordered directly through the district purchase system. A uniform is defined as shirts/smocks/pants/shorts/shoes.

## **Employment Agreements**

Employment agreements with (9/12 month) personnel shall be in writing and indicate the hourly wage with the number of days and hours to be determined by the district. The employee, based on the number of months worked, will be paid in either ten (10) or twelve (12) payments. The district has the right to give employees two-week (14 days) notice of termination of their job.

## **Wages and Salaries**

The new rates of pay will be calculated from July 1 to June 30. Paraprofessionals supervising students during lunch while on field trips or the last day of school will be paid for their lunchtime if they are unable to have a duty-free lunch period.

Overtime - Pre Approval is required for any overtime. Overtime will be paid at 1 1/2 times the base hourly rate for all hours worked in excess of forty (40) hours in any one work week and all hours worked on Saturday and/or Sunday, providing forty (40) hours have been worked in the work week. Employees will only be paid for actual hours worked.

The payroll procedures are the following:

1. Salaries will be on a 12-month payment schedule for 12-month employees and a 10-month payment schedule for 9-month employees. Payroll checks will be distributed on the 25th of each month.
2. When a pay date falls on or during a holiday or weekend, employees shall receive their paychecks on the last previous working day.
3. Direct deposit is required for all support staff employees hired after July 1, 2005.
4. Summer checks, other than those employees working during the summer months, shall be held for pick-up in the Business Office on the regular payroll date, unless previously requested to be mailed to the employee's home address.

## **IPERS (Iowa Public Employee Retirement System)**

All employees by Code of Iowa are members of IPERS except those classified as "temporary" according to the IPERS Employer Handbook. The employee must contribute to IPERS. The present employee contribution is 6.29% with the District contributing 9.44% of each employee's total wage. Employees classified as "temporary" receive no benefits. Please see the Board Secretary/Business Manager for an information booklet.

## **Hiring Schedules**

The Board of Directors shall establish hiring schedules for the support positions in the school system. The administration shall use that schedule as a guide in setting employment agreements with support services personnel.

### **Work Schedule/Inclement Weather**

Each district employee will have a set work schedule. The District has the right to change work schedules at any time to meet the needs of the District.

Although the safety of our employees is foremost, twelve (12) month employees are expected to work regular hours on days school is delayed, canceled, or dismissed early. If a twelve (12) month employee cannot get to work due to road conditions, personal or vacation days must be used. After paid leave is exhausted, unpaid time may be used. If the Superintendent determines that roads are truly impassable and employees are not physically able to make it into work, then the option of paid leave would be considered. Full days missed due to inclement weather will normally be rescheduled for nine (9) month employees.

### **Timesheets**

Pay periods run from the 15th of one month to the 15th of the next month. Transportation and substitute employees will record time on paper timesheets. All other employees are required to use the electronic time clock system. Each employee is responsible for his or her own timesheet. Timesheets must be approved by employees and supervisors after the pay period ends.

### **Benefits/Leaves - Prorated**

All benefits/leaves are prorated based upon days of employment for eligible employees. For those starting mid-year, benefits/leaves will be prorated based on days expected to work for the remainder of the current contract year to that of a normal whole year contracted days for that job assignment.

Those leaving mid-year will have their benefits/leaves prorated based on days worked to that of the normal whole year contracted days for that job assignment. Employees who use leave in excess of what was earned based on pro-rating, then may have the excess pay charged back on their final paycheck. Chargeback of excess leave could be waived at Superintendent's discretion.

### **Paraprofessionals**

Paraprofessionals are available for the special education program, and on a limited basis in other classrooms and programs. Assignment of paraprofessionals is at the discretion of the principal.

### **Insurance**

A group health and accident insurance program for eligible school support personnel shall be made available by the school district. The board shall select the group insurance program and the insurance company that will provide the program. Eligible support services personnel shall include all employees who are scheduled to work thirty(30) hours or more per week. The board shall have the authority and right to change or eliminate group insurance programs for its support service employees.

### **Long-Term Disability/Life Insurance**

Long-term disability/life insurance is available for each employee eligible for participation in the district health insurance plan and is deducted (payroll) for such employees.

### **Personal Illness (Sick Leave)**

Employees shall be entitled to fifteen (15) sick leave days as of the first (1st) official day of the school year. Employees are required to notify and give a reason for their absence to their direct supervisor as soon as possible before their shift is to start. This is necessary in order to schedule a substitute. Unused portions of the above personal illness days shall be cumulative to a total of the equivalent of one hundred fifteen (115) days. All sick leave must be taken on an hourly basis (one half(½) or full days for salaried employees) and only for the time needed. Sick leave taken cannot exceed time scheduled. The District, in each instance, can require such reasonable evidence to confirm the necessity of each leave of absence. Appointments should try to be scheduled during off-duty hours whenever possible. The District may request medical documentation. A doctor's excuse is required for absences of three (3) days or more. A doctor's release may be required in order to return to work. Sick leave shall not be granted for employee elective surgery or for leaves for which reasonable evidence cannot be shown, reaffirming the necessity of sick leave absence.

If the employee collects workers compensation for time lost due to work-connected injury, while still collecting full pay because of sick leave, only the difference between the regular pay and that collected from the workers compensation will be paid. A child-specific paraprofessional will provide a doctor's note if their student is absent.

### **Immediate Family Illness**

Support services personnel shall be allowed to use leave from their annual allocation of fifteen (15) sick leave, as stated above, at full pay for illness requiring the presence of the employee to provide care in the immediate family as certified by the attending physician if required by the Administration. Accumulated sick leave may NOT be used for family illness unless approval by the superintendent in unique situations.

The leave may be taken on an hourly basis (one half(½) or full days for salaried employees) under the same guidelines as stated in Personal Illness. The administrator/supervisor may require verification from a doctor. The immediate family shall be defined as: wife, husband, sons, daughters, step-children, foster children, parents, exchange students residing with family and any of the following: brothers, sisters or step-parents.

### **Bereavement/Funerals**

Employees shall be granted the following:

- a. Up to five (5) days of leave shall be granted at any one time in the event of the death of an employee's spouse, child, step-children, parent, step-parent and other member of the immediate household.
- b. Up to three (3) days in the event of the death of an employee's brother or sister, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparents, and grandchildren.
- c. Up to one (1) day in the event of the death of an aunt, uncle, niece or nephew.
- d. Up to one (1) day per year in the event of the death of a close friend and for any funeral in which they are an unpaid active participant in the funeral service. This is a maximum of 1 day per contract year.

Vacation, personal days, or unpaid leave can be used as additional funeral leave by approval of the supervisor and the Superintendent.

### **Maternity Leave**

Maternity leave shall be granted as per Iowa Code.

Maternity leave shall be granted for the birth of a child. Sick leave and personal leave can be applied to time off related to maternity leave. Paid time off only applies to days an employee is medically released from work by the employee's physician and if the employee has sick or personal leave remaining. Employees must present an authorization from their physician stating they are released to return to work. After being released to return to work, an employee may take additional days under the Family Medical Leave Act (FMLA). Any unpaid days incurred will be deducted starting the pay period after the employee returns to work and the total unpaid deduction will be divided between pay periods remaining in the employee's contract.

### **Paternity Leave**

Paternity leave allows up to 10 days to be used from your current year sick leave. The 10 days do not have to be used consecutively but within the first six months of birth.

### **Vacations**

Twelve-month employees who have served five years or less are entitled to ten (10) days vacation per year with pay. Employees who have served more than five (5) years are entitled to fifteen (15) days vacation per year with pay, building secretaries are entitled to five(5) days vacation per year with pay. Vacation must be used in the year that it is earned except that two weeks (10 days) may be carried over to

the next year, but must be used by December 1st of that year. Vacation time may not accrue from one year to the next or employees may not be employed for extra wages during vacation periods except in cases of emergency.

### **Paid Holidays**

Twelve month employees will receive the following paid holidays: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. Secretaries will receive the following paid holidays: New Years Day, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day. The superintendent MAY allow employees to be provided an additional half day of paid leave on Christmas Eve and New Year's Eve if those days fall during the regular work week. This decision is entirely at the discretion of the superintendent. Nine month employees will receive the following paid holidays if the employee is scheduled to work and works the day before the designated holiday and if the employee is scheduled to work and works the day after the designated holiday (i.e. - scheduled to work/works Wednesday before and Monday after Thanksgiving - Thanksgiving is paid holiday). This rule can be waived in the event an employee misses work due to illness and provides a doctor's note verifying the illness: New Years Day, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day. **(personal illness accompanied by a doctor's note is exempt from this policy)** HS student custodians are treated the same as nine-month employees with the addition of Fourth of July as a holiday. Employees will be paid only for the hours that would have been scheduled for the day.

### **Unpaid Leave**

Absence without pay may be authorized by the Superintendent for purposes that he/she considers urgent and necessary. Consideration will be given to special one-time events. For such absences, deduction from the employee's salary will be made in accordance with the school district's pay deduction regulations.

Length of service, previous record of absence other than that for personal illness, and the purpose of the absence shall be factors in the decision as to authorization. Paid leave must be used before unpaid leave will be granted except in those instances where personal leave is not allowed and there are extenuating special circumstances.

Unpaid leave may result in dismissal.

### **Personal Leave**

At the beginning of the work year, each employee shall be credited with two (2) personal days, to be used for any purpose at the discretion of the employee. Any employee planning to use a personal leave day shall notify his/her supervisor at least three (3) working days in advance, in writing, except in the case of an emergency. The supervisor/Superintendent may deny such leave. Personal days can be taken in hourly increments. Any hourly employee who has accumulated the maximum of four(4) personal days and chooses not to use the one(1) or two(2) personal days which would otherwise be lost at the end of the school year, shall receive monetary reimbursement for the unused day or days. The reimbursement for each unused day shall be equal to the amount currently paid to a substitute in the job area to which the employee is assigned.

### **Lunch/Breaks**

All support staff that work 6 hours or more per day will take an unpaid 1/2 hour lunch or dinner break. All support staff personnel must pay for their lunches/snacks except Food Service Personnel. All Food Service Personnel who work 3 or more hours will be provided breakfast and/or lunch (time unpaid). All scheduled breaks include any clean-up time, time required to get to the break area and the time required to return to the work area. Breaks can be scheduled by the supervisor. In the event of a field trip situation, a para-educator may not be required to take the mandatory unpaid 1/2 hour lunch if supervision duties are required.

### **Physical Examinations**

The district will pay for all the department of transportation (DOT) physicals to be kept in the superintendent's office.

## **Safety and Health**

All accidents are to be reported and an injury report is to be completed. Please see your supervisor to obtain an injury report form.

Accident prevention is important. Proper safety equipment is to be worn at all times including safety goggles and gloves.

## **Tobacco-Free Facilities & Grounds**

All buildings, athletic complex areas, parking lots and exteriors of the buildings are tobacco-free environments and as such no use of tobacco products is allowed on school district property.

## **Substitutes – Long Term**

Long term substitutes will be paid substitute pay for the first 10 days of an assignment and then Step 0-5 pay as long as they stay in that job assignment.

## **Professional Leave - Inservice Training/Certifications**

It is the responsibility of the employee to maintain required certifications. All employees may be required to attend and successfully complete training programs associated with the position. The District will pay the associated dues and fees for training if approved by the supervisor and Superintendent of Schools in advance of the training and if submitted in a timely manner.

## **Evaluation/Probation/Performance**

New employees are hired on a ninety- (90) calendar day probationary period. At any time during those ninety- (90) days, the employee's services may be terminated. All types of leave will be granted upon successful 90 day probationary period.

All employees will be evaluated twice during the first year of employment, once a year for the second and third year and every two years thereafter.

The Superintendent shall be responsible for the continuous evaluation of the support personnel of the district. Supervisors of support employees shall submit such evaluations to the Superintendent in such manner and at such times as may be determined by the Board of Directors and the Superintendent.

## **Annuities**

The premiums for payment for the above may be deducted from the salaries of support personnel provided that written application of such deduction shall be on file with the Board Secretary.

## **Resignation**

Resignations shall be in writing signed by the employee, directed to the Superintendent and referred by the Superintendent to the Board of Directors with a recommendation. Each employee will give a minimum of two weeks (14 days) notice and forfeit all paid leave upon submitting their resignation.

The Board recognizes that there are some circumstances that force an employee to request a release from an employment agreement before the expiration date of the agreement; therefore, personnel will be released from the employment agreement at a time that a suitable replacement can be secured.

## **Suspension**

The Superintendent or his delegated subordinate has the authority to suspend the services of any support staff employee. At the next following meeting of the Board of Directors, action shall be taken by the Board as to whether or not the employee shall be reinstated or dismissed. The employee shall have the right to a hearing before the Board if he/she so desires.

## **Assignment and Transfer**

In addition to assignments and transfers made by the administration, changes in assignment may be initiated by an employee submitting a request to his immediate superior. All reassignments shall be made only after discussions 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 will be reported to the Board.

## **Complaint Procedure**

The best place to resolve a concern is at the level that the concern exists. Any concern should be directed first to your supervisor and every effort should be made to resolve the concern at that level. If the concern cannot be resolved, the supervisor and employee can schedule a meeting with the Superintendent. Prior to that meeting the employee will state, in writing, the concern and the steps that have been taken to resolve the concern. Once the complaint investigation has been completed, the findings will be shared with all parties and appropriate actions will be taken.

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

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

## **Gifts to Employees**

Employees shall not, either directly or indirectly, solicit, accept or receive any gift, series of gifts or an honorarium unless the donor does not meet the definition of "restricted donor" or the gift or honorarium does not meet the definition of gift or honorarium. Please see your direct supervisor if you have any questions.

## **Family and Medical Leave Act**

Employees of the District are entitled to unpaid family and medical leave to the same extent and subject to the same terms and conditions as set forth in the Family and Medical Leave Act of 1993 and the regulations implementing the Act.

## **Adoption Leave**

Any employee who becomes an adoptive parent of a child of up to school age shall be entitled to paid leave, taken from your current year's sick leave, of up to ten (10) consecutive school days following final legal adoption of a child who is non-school age (younger than 5 years old by September 15<sup>th</sup>) in the employee's home. When the adopted child is of school age (5 years old or older by September 15<sup>th</sup>), the employee will be granted up to five (5) days of paid leave, taken from your current year's sick leave. The employee shall notify the Board as soon as the employee becomes aware of the approximate date of said placement and of any changes in that placement date thereafter. Court documents are required.

## **Harassment**

Harassment of employees and students will not be tolerated in the school district. The school district includes school district facilities, school district premises, and nonschool property if the employee or student is at any school sponsored, school approved or school related activity or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Harassment includes, but is not limited to, racial, religious, national origin, age, disability and sexual harassment. Harassment by board members, administrators, employees, parents, vendors, and others doing business with the school district is prohibited. Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

## **Substance Free Workplace**

All employees are required to sign a substance free workplace form at the time of employment. The board expects the school district and its employees to remain substance free. No employee shall unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcoholic beverage as defined by federal or state law. "Workplace" includes school district facilities, school district premises or school district vehicles. "Workplace" also includes non-school property if the

employee is at any school-sponsored, school-approved or school-related activity, event or function, such

as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

If an employee is convicted of a violation of any criminal drug offense committed in the workplace, the employee shall notify the employee's supervisor of the conviction within five days of the conviction.

The Superintendent will make the determination whether to require the employee to undergo substance abuse treatment or to discipline the employee. An employee who violates the terms of this policy may be subject to discipline up to and including termination. An employee who violates this policy may be required to successfully participate in a substance abuse treatment program approved by the board. If the employee fails to successfully participate in a program, the employee may be subject to discipline up to and including termination.

### **Child Abuse**

All support services employees who have a concern about possible child abuse are asked to report that concern to that building principal.

### **Bloodborne Pathogens**

All employees are required to have Bloodborne Pathogen Training at the time of employment and annually thereafter.

### **Drug and Alcohol Testing Program**

Employees who operate school vehicles are subject to drug and alcohol testing (Federal Law) if a commercial driver's license is required to operate the school vehicle and the school vehicle transports sixteen or more persons including the driver or the school vehicle weighs 26,001 pounds or more.

### **Jury Duty/Court Subpoena**

Any employee called for jury duty or subpoena court appearance during work hours shall be permitted to be absent without loss of pay and without charge against leave provided the employee notifies his/her supervisor of the upcoming absence as soon as possible after the employee is informed of the date of said jury duty or court appearance. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours. Any fees or remuneration the employee receives during such leave for serving on a jury shall be turned over to the school district. The employee may retain all mileage/expenses. Court cases involving personal matters that are not job related shall be excluded.

### **Military Service**

If an opening is available, an employee who has resigned to serve in the military service may return to his/her position without loss of sick leave benefit and will be given credit on the salary schedule for the time that he/she has been away, but not to exceed the minimum enlistment or draft period. His/her return will also be predicated on the following conditions: that he/she is physically and mentally capable of performing the duties of the position, that he/she makes written application for reinstatement to the Superintendent within ninety (90) days after the termination of military service, and that he/she submits an honorable discharge from the military service.

An employee who has been granted a leave of absence due to active military service may return to his/her position according to Board Policy #409.7.

### **Telephone/Cell Phone Use-Support Staff**

Please use your personal cell phone for these calls. Personal calls should be limited and not interfere with job performance. No personal photos or videos shall be taken without permission and will only be allowed for use for district social media purposes.

### **Activity Pass**

Each support staff employee that has signed an employment agreement will be issued an Activity Pass that will allow the employee only to attend school events (home only).



## **Computers**

All staff members are expected to completely shut down their computers and turn off monitors at the end of the day. When not in the classroom, computers are to be locked so unauthorized students or staff do not have access to the computer programs and confidential information. Computers are the property of the school district. User files may be subject to access by authorized employees of the Jesup Community School District during the course of official business. Accordingly, users should have no expectation of privacy and their activity may be monitored.

## **Internet Policy**

Employees are expected to practice appropriate use of the Internet and follow Policy Code No. 605.6. Violations may result in discipline up to, and including, discharge. It is noted that any device that operates a @jesup.k12.ia.us account, the information associated with that account may be deleted or modified by the district.

