

# **SUPPORT STAFF HANDBOOK**

**WAVERLY-SHELL ROCK COMMUNITY SCHOOL**

**2020-2021**

**Effective July 1, 2020**



The Waverly-Shell Rock Community School District policies and handbook do not create a contract of employment and may be revised at any time at the discretion of the Board of Directors and of the administration. This document is intended to provide employees with certain guidelines and procedures regarding their employment and is not meant to exhaustively cover all situations which may arise in the employment relationship. The District expressly reserves its right to terminate the employment of an employee at any time for any reason upon 14 days advance notice or immediately for cause. The employee may terminate the employment relationship at any time for any reason upon 14 days advance notice.

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## **Mission Statement**

Our mission is to create a passion for learning that will sustain students for a lifetime.

## **Definition of Support Staff**

The term "support staff" shall include all employees, whether full-time or regular part-time, in the following categories:

1. Custodial and Maintenance
2. Clerical
3. Food service
4. Transportation
5. Teacher, media and classroom associates

Employees who are contracted for 260 work days are considered full-time.

The Building and Grounds Supervisor, Transportation Supervisor and Mechanic, Director of Food Service, and the Educational Technology Director/Technician are defined as support staff. (411.1)

## **Equal Employment Opportunity**

The Waverly-Shell Rock Community School District does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, sex, marital status, sexual orientation, gender identity, socioeconomic status, or disability in admission or access to, or treatment in, its educational programs, services, or employment practices. Students, parents of students, applicants for employment and employees of the district shall have the right to file a formal complaint alleging non-compliance with equity regulations. Inquiries concerning the application of this statement should be addressed to: Abby Meester, HR Director and Title IX Coordinator, 319-352-0815 or Bridgette Wagoner, Equity Coordinator, Waverly-Shell Rock Schools, 501 Heritage Way, Waverly, Iowa 50677, 319-352-3632.

The Waverly-Shell Rock Community School District shall provide equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies and agencies. The district shall take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration and State Department of Education for the position for which they apply. In employing school district personnel, the board shall consider the qualifications, credentials, and records of the applicants without regard to race, color, age (except students), religion, national origin, creed, sex, marital status, sexual orientation, gender identity, socioeconomic status, or disability in admission or

access to, or treatment in, its hiring and employment practices. In keeping with the law, the board shall consider the veteran status of applicants.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies shall be directed to Human Resources, Waverly-Shell Rock Community School District, 501 Heritage Way, Waverly, Iowa 50677. Inquiries may also be directed, in writing, to the Iowa Civil Commission, 211 E. Maple, Des Moines, Iowa 50309, 515-281-4121 or to the Director of Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, Wisconsin, 53203-2292. Such inquiry or complaint to the state or federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the district's central administrative office and the administrative office in each district attendance center. (401.1)

## **Recruitment and Selection**

Recruitment and selection of support personnel shall be the responsibility of the administration. The superintendent of schools shall have the authority to delegate recruitment and selection responsibilities to staff members. Whenever possible, the preliminary screening of candidates shall be conducted by the director or supervisor who will be directly in charge of the person.

Selection shall be based upon the merits of the candidates, without regard to race, color, age (except students), religion, national origin, creed, sex, marital status, sexual orientation, gender identity, socioeconomic status, or disability in admission or access to, or treatment in, its hiring and employment practices. Instead, selection shall be based upon:

- Training, experience, and skill
  - Ability to perform all essential job functions as stated in job description
  - Demonstrated competence
  - Personality and compatibility
  - Suitability for the position
  - Possession of—or the ability to obtain—a state license, if one is required for the position
- (411.2)

## **Letters of Assignment**

Letters of assignment with all support employees will be in writing, and will state the length of time the assignment is in force, the total compensation or rate of pay for the assignment period, and the schedule for periodic payments.

These letters of assignment will be approved by the Board of Directors and filed with the business office. .

Compensation plans and working conditions for support employees will be determined by the Board.

A support employee assignment may be terminated at any time for any reason by either party upon 14 calendar days' notice. The assignment may be terminated by the district immediately for cause. (411.3)

### **Substance Free Workplace**

No employee engaged in work for the school district shall unlawfully manufacture, distribute, dispense, possess or 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 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 school premise; a school owned vehicle or a school approved vehicle used to transport students to and from school or school activities; and off school property during a school sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

Employees shall notify their supervisor of the employee's conviction under any criminal drug statute for a violation occurring in the workplace as defined above, no later than five (5) days after such conviction.

Employees shall abide by the terms of this policy respecting a drug free workplace. An employee who violates the terms of this policy is subject to immediate disciplinary action, including termination. The District may also require an employee who violates the terms of this policy to successfully participate in a drug abuse assistance or rehabilitation program approved by the board. If the employee fails to successfully participate in such a program, the employee's letter of assignment shall not be renewed or employment may be suspended or terminated, at the discretion of the board. (403.6)

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

Harassment and bullying of employees and students will not be tolerated in the school district. School district includes school district facilities, school district premises, and non-school property if the employee or student is at any school sponsored, school trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Harassment and bullying may include, but are not limited to, race, color, creed, sex, sexual orientation, gender identity, religion, national origin, age, disability and sexual harassment. Harassment by board members, administrators, employees, parents, students, vendors, and others doing business with the school district is prohibited. Employees whose behavior is found to be in

violation of this policy will be subject to the investigation procedure that may result in discipline, up to and including discharge or other appropriate action. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate discipline as determined and imposed by the superintendent or board.

Harassment and bullying mean any electronic, written, verbal, or physical act which is based on any actual or perceived trait or characteristic of the employee and which creates an objectively hostile environment.

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

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim:

- verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one’s achievements, property, etc.;
- demeaning jokes, stories, pictures, objects that are offensive, tend to alarm, annoy, abuse or demean;
- unreasonable interference with an individual’s performance or creation of an intimidating offensive, or hostile environment.

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 when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Employees and students who believe they have suffered bullying or harassment shall promptly, reasonably, and in good faith report such matters to the principal, who shall work jointly with Human Resources investigating bullying or harassment complaints. However, claims regarding bullying or harassment may also be reported to the superintendent, who shall be an alternate investigator for harassment complaints. Upon receiving a complaint, the investigator shall confer with the complainant to obtain an understanding and a statement of the facts. It shall be the responsibility of the investigator to promptly and reasonably investigate claims of bullying or harassment and to pass the findings on to the superintendent who shall complete such further investigation as deemed necessary and take such final action as deemed appropriate. Information

regarding an investigation of bullying or harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

Retaliation against any person, because they have filed a bullying or harassment complaint or assisted or participated in a bullying or harassment investigation, proceeding, or hearing regarding a bullying or harassment charge is prohibited. Individuals who knowingly file false bullying or harassment complaints and give false statements in an investigation shall be subject to discipline up to, and including termination of employment.

It shall be the responsibility of the board members, administrators, licensed and classified employees, students, and others having business or other contact with the school district to act appropriately under this policy.

Investigation procedures and complaint forms are found in board policy, Code No. 104 R1 and 104-E1, E2. (104)

## **Conflict of Interest**

Employees' use of their position with the school district for financial gain shall be considered a conflict of interest with their position as employees and may subject employees to disciplinary action.

Employees have access to information and a captive audience that could award the employee personal or financial gain. No employee may solicit other employees or students for personal or financial gain-

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

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

- (1) The outside employment or activity involves the use of the school district's time, facilities, equipment and supplies or the use of the school district's badge, uniform, business card or other evidences of office to give the employee or the employee's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of



this section, a person is not "similarly situated" merely by being related to an employee who is employed by the school district.

- (2) The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the employee or a member of the employee's immediate family from anyone other than the school district for the performance of any act that the employee would be required or expected to perform as part of the employee's regular duties or during the hours during which the employee performs service or work for the school district.
- (3) The outside employment or activity is subject to the official control, inspection, review, audit or enforcement authority of the employee during the performance of the employee's duties.

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

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

It shall be the responsibility of each employee to be aware of and take the necessary action to eliminate a potential conflict of interest should it arise. (401.2)

## **Gifts**

Employees, their spouses and their minor children are prohibited from directly or indirectly, soliciting, accepting or receiving any gift, series of gifts or an honorarium unless the donor does not meet the definition of "restricted donor" stated in Code No. 402.4.

## **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. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district

employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process. The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator.

Reporting procedures and complaint form are found in board policy, Code No. 402.3-R1 and 402.3-E1, E2. (402.3)

## **Appropriate Use of Internet and Technological Resources**

Because technology is a vital part of the school district curriculum the Internet and related technology will be made available to employees and students. The Internet and these technologies, great resources for education, allow employees and students access to vast amounts of information. It is the responsibility of employees and students to use these resources responsibly and respectfully, as it is a privilege for its use, not a right. It is presumed that the predominant use of these resources will be for work or education use, and that any personal use of electronic mail or Internet will be limited.

Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external web site without consent of the superintendent. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external websites. Employees shall not use the school district logos, images, iconography, etc. on external websites. Employees, students and volunteers need to realize that the internet is not a closed system and anything posted on an external site may be viewed by others, all over the world. Employees, students and volunteers who do not want school administrators to know their personal information should refrain from exposing it on the internet. Employees who would like to start a social media site for school district sanctioned activities should contact the superintendent and/or the building principal for approval. And if contact with students/group members via social media or text is approved, supervisors and parents should be provided the information necessary to become part of the group.

Employees are highly discouraged from “friending” or “following” current students on all social media platforms.

## **Employee Records**

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

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

Employees may have access to their personnel files at a time mutually agreed upon between the superintendent and the employee. However, employees will not be allowed access to employment references written on behalf of the employee.

The board secretary shall be the custodian of employee records.

#### Employee Personnel Record Content

1. Employee personnel records may contain the following information:
  - Personal information including, but not limited to, name, address, telephone number, emergency numbers, birth date and spouse
  - Individual employment letter of assignment
  - Evaluations: principals and directors will file copies of evaluations with the superintendent for inclusion in central office personnel records
  - Application, resume and references
  - Salary information
  - Attendance records
  - Copy of the employee's license or certificate, if needed for the position
  - Educational transcripts
  - Assignment
  - Records of disciplinary matters: a copy will be forwarded to the superintendent for inclusion in central office personnel records
  - Principals and directors may maintain files with the same contents
2. Employee health and medical records shall be kept in a file separate from the employee's personnel records. Health and medical records may contain, but are not limited to:
  - Medical professional signed physical form
  - Sick or long-term disability leave days
  - Worker's compensation claims
  - Reasonable accommodation made by the school district to accommodate the employee's disability
  - Employee's medical history
  - Employee emergency names and numbers
  - Family and medical leave request forms

### Record Access

Only authorized school officials shall have access to an employee's records without the written consent of the employee. Authorized school officials may include, but not be limited to, the superintendent, building principal, employee's supervisor, board secretary, or human resources. In the case of a medical emergency, the school nurse or other first aid or safety personnel may have access to the employee's health or medical file without the consent of the employee. Board members will have access to an employee's personnel file without the consent of the employee when necessary for the conducting of board business.

### Employee Record Retention

All employee records, except payroll and salary records, shall be maintained for a minimum of seven (7) years after termination of employment with the district. Payroll and salary records shall be maintained indefinitely. (401.5, 401.5-R1)

## **Grievance Procedures**

The purpose of these complaint procedures is to resolve, at the lowest possible level, complaints of employees against fellow employees or complaints of employees that may arise from time to time regarding their working conditions.

Complaints of employees against fellow employees should be first discussed directly between employees. Complaints shall never be made in the presence of other employees, students or outside persons. If the matter is not satisfactorily resolved, the employee shall discuss such complaint with his/her immediate supervisor.

Any employee with a complaint regarding his/her working conditions shall first discuss such complaint with his/her immediate supervisor in an attempt to resolve the matter informally. The immediate supervisor should be informed of the complaint within ten working days of the event that gave rise to the complaint, and the supervisor shall attempt to meet with the employee within five working days of being so notified.

If the matter is not satisfactorily resolved, the employee shall file a written complaint with the immediate supervisor, which should be filed within ten working days following the discussion with the immediate supervisor. The immediate supervisor shall attempt to indicate the disposition of the complaint in writing within ten working days of the filing of the complaint.

If the employee feels that the matter is not satisfactorily resolved, he/she may file the written complaint and the supervisor's disposition with the next level supervisor. The complaint should be filed within ten working days of the disposition by the supervisor. The same procedures and timelines shall apply through the chain of authority through the Superintendent of Schools.

If the employee feels that the matter is not satisfactorily resolved, the employee may request to appear before the Board by filing the written complaint and the written dispositions with the board secretary and ask for a place on the agenda pursuant to Code No. 210.8. The item shall be placed on the agenda at the discretion of the superintendent after consultation with the board president. The employee may appear at the board meeting and discuss the matter with the board. The administrative staff may also discuss the matter with the board. The board may refuse in its sole discretion to take action on the complaint or the board shall decide the matter as soon as practicable, and the board secretary shall communicate the board's decision to the employee. If the board declines to decide the matter, the disposition of the superintendent or his/her designee shall be final.

All investigations, handling or processing of any complaint shall be conducted so as to result in no interference with or interruption of work activities.

Employees alleging improper discrimination under Code No. 401.1 or bullying or harassment under Code No. 104 may bypass any step of these procedures, which requires the employee to meet with the alleged perpetrator. The complainant may file the initial complaint with the compliance officer. (401.4)

## **Nepotism**

Waverly Shell Rock School District welcomes the opportunity to hire and retain qualified employees who are related to one another by blood or marriage. However, since such relationships sometimes can create problems in the workplace, including suspicions of favoritism if the related employees are in a supervisor-subordinate relationship, it is the policy of W-SR that:

1. Any employee of W-SR who has or acquires a familial relationship (as defined below) with another employee shall not have any direct or indirect administrative or operational authority over the other person. This prohibition means not only that a person cannot supervise a family member but also that the family member cannot be in that person's chain of command; for example, a family member cannot work in a department in which a family member is the Administrator.
2. Employees are required to notify the Superintendent or Human Resources of any existing familial relationships; any familial relationships that are created among employees (for example, by the marriage of two employees); and the potential employment by W-SR of a family member.
3. W-SR will refuse to hire a job applicant who is in a familial relationship with a current employee if the applicant would be in a supervisory or subordinate position to the existing employee. W-SR employees who marry one another during their employment

will be allowed to remain with the company unless they are in a superior-subordinate relationship and there is no open position to which one of them may be moved.

4. "Familial relationship" within the meaning of this policy means two employees (or an employee and a job applicant) in the relationship of husband, wife, father, mother, brother, sister, son, daughter, uncle, aunt, nephew, niece, grandfather, grandmother, grandson or granddaughter, or any of those relationships arising as a result of marriage (for example, brother-in-law).

Any exceptions to this policy must be approved by the Superintendent. Any such circumstances in existence at the time of this language adoption (8.12.19) shall be considered grandfathered, and therefore allowed to continue with the current arrangement.

## **Bloodborne Pathogens**

Support staff identified in the district's Exposure Control Plan for Bloodborne Pathogens as having reasonably anticipated occupation exposure are bus drivers, custodians, custodial aides, secretaries to building principals, and teacher associates. These identified employees may elect to be immunized at district expense.

## **Universal Precautions**

Blood or any other body fluids including vomitus and fecal or urinary incontinence in any child should be treated appropriately. Gloves should be worn when cleaning up any body fluids.

1. Spills should be cleaned up, the affected area washed with soap and water and disinfected with bleach (one part bleach to ten parts water) or another disinfectant.
2. All disposable materials, including gloves and diapers, should be discarded into a plastic bag before discarding in a conventional trash system. The mop should also be disinfected with the bleach solution.
3. Toys and other personal non-disposable items should be cleaned with soap and water followed by disinfection with the bleach solution before passing to another person. A normal laundry cycle is adequate for other non-disposable items.
4. Persons involved in the cleanup should wash their hands afterward.

## **Accidents**

Accidents must be reported immediately to a supervisor or director.

## **Tobacco Free Facilities**

All Waverly-Shell Rock Community School facilities, including athletic facilities and vehicles, are tobacco free. (905.2)

## **Sick Leave**

### Accumulative Benefits

All employees shall be entitled to the number of sick leave days for personal illness or disability according to the following schedule:

The first year of employment	- 10 days
The second year of employment	- 11 days
The third year of employment	- 12 days
The fourth year of employment	- 13 days
The fifth year of employment	- 14 days
The sixth and subsequent year of employment	- 15 days

Sick leave days shall be granted for each consecutive school year of employment as of the first official day of said school year whether or not the employee reports for duty on that day. The Board may require such reasonable evidence as it may desire, confirming the necessity for such leave. Unused sick leave shall be accumulated from year to year up to a maximum of 120 days plus the 15 days for the current year. The minimum usage of sick leave shall be a half-day.

### Family Illness Sick Leave

All employees shall be entitled to use the number of sick days allotted per year for the illness of immediate family members, including spouse, child, step-child, parent, step-parent, brother, and sister.

Sick leave days will be prorated for any employee who is part-time or who works less than a full contract year.

### Maternity Leave

Employees will be allowed to use up to six (6) weeks of accrued sick leave for the birth of a child. Up to eight (8) weeks would be allowed in the event of a Cesarean procedure. Weeks would be calculated from the date of birth and include working and non-working days such as weekends, holidays, or breaks. Additional medical leave may be granted by the Master Contract and would require medical documentation from a physician. Unpaid leave may be taken in accordance with the Family and Medical Leave Act.

### Notification of Accumulation

An employee may review the official accounting of personal accumulated sick leave days through the online absence management program throughout the year. at the end of each school year. (414.2)

### **Sick Leave Bank**

When all of an employee's days are exhausted, an employee may submit a written request to the superintendent for up to an additional 10 sick days. The additional sick days would then be deducted from the employee's allotment of sick days for the next year. An employee may not request additional non-accumulated sick days in two consecutive years. If the employee ends employment with W-SR before the balance of sick leave days are earned, the employee must repay the district at the rate of pay of the year in which the days were used.

### **Temporary Paid Leaves of Absence**

As of the beginning of each school year, employees will be entitled to the following temporary non-accumulative leaves of absence each school year.

#### Personal

Since there are occasional circumstances of a personal nature that may require an employee to be absent from work and for which no other provision is made, each employee shall be granted three (3) days personal leave. Employees working between 200 and 220 days are entitled to four (4) days of personal leave. Two (2) days can be carried over from one year to the next, allowing a maximum of five (5) days for those entitled to three/year or six (6) days for those entitled to four/year. One (1) additional day with cost of substitute deducted can be taken upon notifying your supervisor in writing a minimum of two (2) days in advance of the desired leave, except in cases of an emergency preventing such notice. (414.1)

Since it is the belief of the Board that the presence of our employees is important to the operation of our buildings, employees with unused personal days at the end of the school fiscal year, that are not carried over, will be paid at a rate of 100% of their wage.

#### Bereavement

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, grandchild, parent, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or a member of the immediate household. Up to three (3) days leave shall be granted at any one time in the event of the



death of an employee's grandparent. Employees shall be granted up to one (1) day in the event of the death of a close friend or relative outside the employee's immediate family as defined above. In the event of the death of any employee or student in the Waverly-Shell Rock Community School District, the immediate supervisor of said employee shall grant to an appropriate number of employees sufficient time to attend the funeral. (414.4)

### Emergency Leave

Seven (7) days emergency leave may be taken by an employee for serious illness in the employee's family--spouse, child, grandchild, parent, grandparent, brother, sister, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or a member of the immediate household. Five (5) days with full pay and two (2) days with cost of a substitute deducted. The definition of serious illness will follow that of current Family Medical Leave Act language. This does not include scheduled appointments, procedures or surgeries.

### Jury and Legal

Any employee called for jury duty during school hours or who is subpoenaed to appear in any judicial proceedings, shall be provided such time. Any fees or non-travel remuneration the employee receives during such leave shall be turned over to the Waverly-Shell Rock Community School District. (414.6)

## **Unpaid Leave**

### Religious

Any employee whose religious affiliation requires the observance of holidays other than those scheduled in the school calendar shall be excused by the supervisor and such absence shall be without pay.

### Other

If all other available paid leave has been exhausted, other temporary leaves of absence may be granted for a limited period of time at the discretion of the supervisor. (414.8)

## **Early Dismissals or Late Starts**

When school is dismissed early or begins late for inclement weather or for emergency reasons, support staff may leave early or arrive late with supervisor or director approval. Any hours not worked are unpaid.

## **Cafeteria Plan**

A cafeteria plan, pursuant to Section 125 of the Internal Revenue Code, is available to support personnel who are employed 30 hours/week or more.

Other than payroll deduction issues, all questions related to the Plan will be directed to the Plan administrator. (412.3)

## **Family Medical Leave Act**

Unpaid family and medical leave may be granted up to 12 weeks per year to assist employees in balancing family and work life. For purposes of this policy, year is defined as the 12 month period measured forward from the first day leave is used. The employee must provide notice to the Business Manager of their intent to use FMLA leave by completing the “Classified Employee Family and Medical Leave Request Form,” Board Policy 414.3.E2. (414.3)

## **Insurance**

All members of the support staff who are employed 30 hours per week are eligible to participate in the group insurance program, which includes hospitalization and major medical coverage, at their cost unless otherwise negotiated.

Employees who work regularly 30 or more hours per week are automatically covered by the district's group life insurance and long-term disability insurance plans. These employees may purchase dependent life insurance by paying the premium for the same. (412.3)

## **COBRA**

If you are a covered employee, the Consolidated Omnibus Budget Reconciliation Act (COBRA) provides that you and your eligible dependents are entitled to continuation of coverage under the health care plan if coverage is lost due to one of the following qualifying events: (1) death of the employee covered under this plan; (2) termination (for other than gross misconduct) or reduction of hours of the eligible employee; (3) dissolution of marriage or legal separation of the eligible employee from the employee's spouse; (4) the eligible employee becomes eligible for Medicare; (5) dependent children cease dependent status under this plan; (6) certain individuals receiving medical benefits from employee involved in a Chapter 11 bankruptcy proceeding.

You or your eligible dependents have the responsibility to notify your employer or group sponsor of dissolution of marriage, legal separation, or a child losing dependent status.

You or your eligible dependents will have sixty (60) days from the date coverage is lost or are notified of the right to elect COBRA continuation coverage, whichever is later, to inform your employer or group sponsor that COBRA continuation coverage is desired. The maximum continuation of coverage under COBRA is 18 or 36 months, depending upon the qualifying event. You or your eligible dependents will be responsible for paying the applicable premium for COBRA continuation coverage.

Extension of Coverage for Disabled Individuals:

Qualified beneficiaries who are determined to be disabled under the Social Security Act at the

time they become eligible for COBRA continuation coverage are entitled to coverage for up to 29 months.

## **Workers' Compensation**

Employees are covered under the Workers' Compensation Act, and are entitled to its benefits under the terms of the law. Premiums for participation in the Workers' Compensation Insurance Plan are paid entirely by the district.

On-the-job injuries must be reported immediately to your supervisor and to EMC OnCall Nurse at (844) 322- 4668. Care for work-related injuries will be managed by Allen Occupational Health and Wellness Clinics unless the injury requires emergency medical care. Keep your supervisor informed of your progress if you are off work.

An Employee's refusal to accept a light-duty offer will result in a loss of workers' compensation payments.

Employees that are eligible to receive Workers' Compensation benefits are allowed to use paid sick leave, personal leave, or vacation to make up the difference between the Workers' Compensation benefit and their actual salary.

## **Annuities**

Premiums for payment of annuities may be deducted from the wages of support personnel, provided that the employee's written authorization for such deductions shall be on file with the secretary of the Board. (412.4)

## **Holidays**

Full-time and regular part-time employees who work 30 or more hours per week are granted any of the following paid holidays if they fall within the term of the contract:

- New Year's Day
- Good Friday
- Memorial Day (only if working the day after)
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Custodial staff who are required to work on a holiday will be paid holiday hours and also be paid for hours worked at their regular rate of pay. Holiday hours (if worked) and worked hours will count toward their overtime calculation. (414.1)

## **Scheduled Work Hours**

Your work schedule will be set by your supervisor. The schedule indicates the days in the week you work and the number of hours you work each day. All time worked must be reported and “working off the clock” is strictly prohibited. Employees employed after July 1, 2019 will have wages paid as earned. For employees having their wages calculated to be paid over 12 months, paycheck adjustments will be made for any difference between the total hours SCHEDULED and the total RECORDED hours.

## **Overtime and Compensatory Time**

During emergencies or period requiring extra-work, your workweek may be adjusted by your supervisor. Overtime compensation is made in accordance with the federal Fair Labor Standards Act and Board Policy 412.2. You must work more than 40 hours in a workweek to qualify for overtime. All paid leave including holidays and vacation do not count towards the 40 hours. The workweek begins on Sunday at 12:00 am and goes through Saturday at 11:59 p.m. Paid leave and vacation do not count toward the 40 hours. If you are eligible for overtime pay, you must have prior approval from a supervisor to work overtime. Compensatory time must be approved by your supervisor. Employees will be compensated for unused compensatory time at the end of the fiscal year.

## **Vacations**

Full-time employees (30 or more hours per week) on a 260-day contract are entitled to one week of vacation with pay the first year and two weeks starting with the second year. Commencing with the eleventh year of employment one additional day per year for five years will be granted. Maximum is three weeks. Employees shall establish a vacation schedule with their director or supervisor.

Unused vacation time may be carried over to the following year under the condition that the unused vacation must be used by December 31 of the following fiscal year. Employees may not be employed for extra wages during vacation periods. (414.1)

## **Mileage/Travel Allowance**

Employees shall be reimbursed for travel expenses incurred for travel outside the district, authorized by the director, supervisor, or superintendent.

Travel shall be (1) by common carrier when such transportation is available and will serve the

time schedule of the individual or (2) by private automobile. If the individual chooses to go by automobile, the maximum travel cost shall not exceed the cost of economy/coach class air travel.

The rates for reimbursement shall be a per-mile rate of (40¢) for use of a private automobile or similar conveyance. An itemized account of all expenses, accompanied by receipted hotel/motel bills for overnight lodging, shall be presented to the Board for payment.

Employees who may be requested to use their automobile in the performance of their duties and employees who are assigned to more than one (1) school building per day, shall be granted a yearly travel allowance that approximates forty cents (40¢) per mile for all driving done between arrival at their assigned school building and return to their assigned school building payable in one (1) sum with the July check. (401.7)

## **Keys**

Employees are prohibited from lending keys to the buildings to anyone.

Employees who lose keys are responsible for costs associated with replacing keys or rekeying locks.

## **Substitutes**

Employees are to notify his/her director if they are going to be absent and to enter their leave request online in the absence management system.

## **Breaks/Meals**

Break periods are not required to be provided by law; however, your supervisor may arrange a 15-minute rest period after 4 hours of work. Unpaid meal breaks will be approved by your supervisor. It is the employee's responsibility to inform their supervisor if they do not receive a 30 minute uninterrupted lunch break. Rest periods and meal periods will vary between employees based on the requirements of the position.

## **Uniforms**

Employees who are provided uniforms by the District are responsible for maintenance, repairs, and cleaning of the uniforms. Nutrition staff will be provided a uniform allowance of \$90 annually, and custodial staff will be provided a uniform allowance of \$150 annually.

## **Passes for School Events**

All regular full-time and part-time employees receive a pass that admits the employee and spouse to any school-sponsored event. Passes may not be allowed at some tournaments and post-season activities by an outside association.

## **Assignment and Transfer**

Assignment of support staff shall be based upon the qualifications of the employee and the needs of the school district. (411.5)

Changes in assignment may be made at the initiative of the superintendent or other supervisory staff members, or at the request of the employee. (411.6)

## **Evaluation**

Employees will be evaluated at least once every three (3) years. Directors and supervisors will submit such evaluations to the Superintendent of Schools. (411.7)

## **Reduction in Force**

The number of support staff may be reduced due to budgetary considerations or other good reason as determined by the Board whose decision shall be final. Employees who are terminated due to a reduction in force shall be given 30 calendar days' notice. (413.5)

## **Resignations**

Resignations shall be in writing, signed by the resigning party, and directed to the superintendent of schools 14 calendar days prior to their last working day. (413.1)

## **Suspension**

The superintendent of schools or his/her designee has the authority to suspend the services with or without pay of any support staff personnel. The employee has a right to appeal to the Board of Education. (413.3)

## **Termination**

An employee's assignment may be terminated at any time, for any reason, by either party upon 14 calendar days' notice. The district may terminate the assignment immediately for cause.  
(413.4)