

*Roland-Story Community School District*  
**Employee Handbook**



2018-2019

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## OPENING STATEMENT

To ensure the district's success in accomplishing its mission, this handbook has been prepared to provide staff with a basic understanding of the district's personnel policies, and their responsibilities as an employee.

This handbook contains general guidelines and information for employees, and it is not a contract. It is provided for informational purposes only and is not intended to be comprehensive or to address all the possible applications of, or exceptions to, general school district policies and procedures. Some of the subjects described in this handbook are covered in more detail in other documents. Employees should refer to those documents for more information. Specific questions should be directed to the employee's immediate supervisor or the superintendent. Whenever the provisions of this handbook are in conflict with those of a board-adopted policy, an applicable collective bargaining agreement, or any other formal employment contract, the terms of the policy, collective bargaining agreement, and/or employment contract shall take precedence.

Although every effort will be made to update the handbook on a timely basis, the district reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The district reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

## SCHOOL DISTRICT MISSION AND CORE VALUES

**Mission:** Building a foundation of lifetime learning for our students, families, and communities.

**Core Values:**

We believe...

- people are the priority.
- in passionately pursuing learning.
- in humbly serving others.
- in consistently committing to excellence.
- in communicating, collaborating, and connecting.
- in being leaders with character.
- in the power of positivity.
- in focusing on the journey, not the destination.

## Equal Opportunity Employment

The district will provide equal opportunity to employees and applicants for employment in accordance with applicable equal opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. The district does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, sexual orientation and gender identity in its employment and personnel practices. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

Advertisements and notices for vacancies within the district will contain the following statement: *"The district is an EEO/AA employer."* The statement will also appear on application forms.

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, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Roland-Story Community School District, 1009 Story Street Story City, Iowa 50248 or by phone at 515-733-4301.

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 Equal Employment Opportunity Commission, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI, 53203-2292, 1-800-669-4000 or TTY 1-800-669-6820, [www.eeoc.gov/field/milwaukee/index.cfm](http://www.eeoc.gov/field/milwaukee/index.cfm) or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319, (800) 457-4416, <http://www.state.ia.us/government/crc/index.html>. 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.

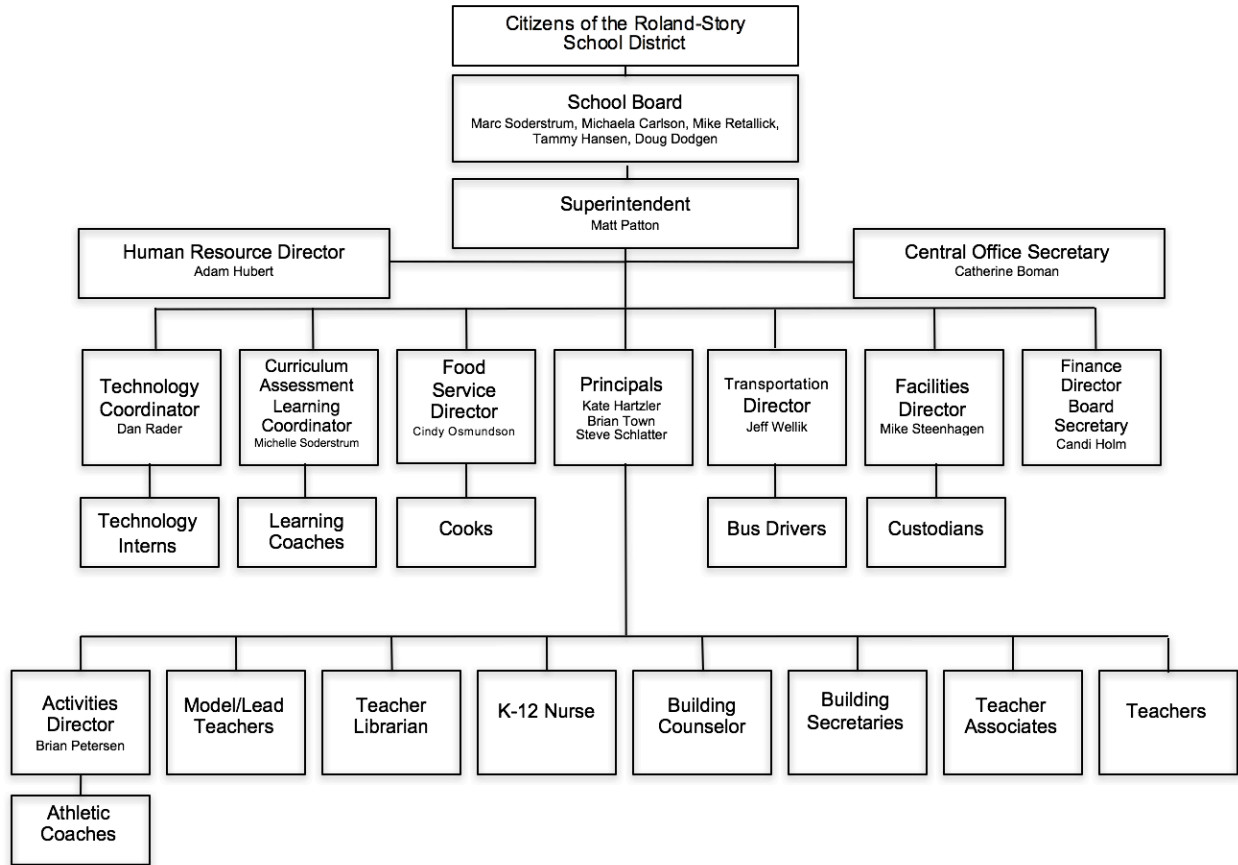
Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

## District Contacts

Matt Patton	Superintendent	<a href="mailto:mpatton@roland-story.k12.ia.us">mpatton@roland-story.k12.ia.us</a>
Candi Holm	Finance Director & Board Secretary	<a href="mailto:cholm@roland-story.k12.ia.us">cholm@roland-story.k12.ia.us</a>
Adam Hubert	Human Resource Director	<a href="mailto:ahubert@roland-story.k12.ia.us">ahubert@roland-story.k12.ia.us</a>
Michelle Soderstrum	Curriculum, Assessment, & Learning	<a href="mailto:msoderstrum@roland-story.k12.ia.us">msoderstrum@roland-story.k12.ia.us</a>
Dan Rader	Technology Coordinator	<a href="mailto:drader@roland-story.k12.ia.us">drader@roland-story.k12.ia.us</a>
Cindy Osmundson	Food Service Director	<a href="mailto:cosmundson@roland-story.k12.ia.us">cosmundson@roland-story.k12.ia.us</a>
Jeff Wellik	Transportation Director	<a href="mailto:jwellik@roland-story.k12.ia.us">jwellik@roland-story.k12.ia.us</a>
Mike Steenhagen	Maintenance Director	<a href="mailto:msteeenhagen@roland-story.k12.ia.us">msteeenhagen@roland-story.k12.ia.us</a>

# Organizational Chart

## Roland-Story Community School District Organizational Flow Chart



## Board Policies

Board policies are established for the success, safety, and protection of all school employees in the performance of their job duties. Board policies are available on the Roland-Story School District website. Employees are expected to know existing board policies and know to refer to the policies when necessary.

If you have questions about board policies, please contact the superintendent.

## **COMPENSATION AND BENEFITS**

### **Compensation Schedule**

Each employee shall be paid in twelve (12) equal installments. Employees shall receive checks or direct deposits on the 20th day of each month with the following exception:

When a pay date falls on or during a school holiday, or weekend, employees shall receive their paychecks on the last previous workday. Spring break is excluded from this provision.

### **Compensation for Extra Duties (co-curricular & extra-curricular positions)**

An employee may volunteer or be required, depending on a given situation, to take on an extra duty position(s), with the extra duty being secondary to the major responsibility of the employee. An employee assigned extra duties beyond those connected with regular classroom duties, will be paid on the schedule located in Appendix II of this handbook.

### **Iowa Public Employees' Retirement System**

The district participates in the Iowa Public Employees' Retirement System (IPERS). This defined benefit plan provides a lifetime retirement benefit to you upon retirement in accordance with a formula based on your age, years of service and the average of your highest five years of wages. For additional information, please contact IPERS at 1-800-622-3849 or visit the website [at www.ipers.org/index.html](http://www.ipers.org/index.html).

### **Licensure, Authorization, or Certification**

An employee required to hold a license, authorization or certification for his/her position is solely responsible for ensuring it is current. Failure to do so could, and likely will, result in termination because by law the district cannot pay an employee who does not have a current license, authorization or certification. Specific information regarding an employee's license, authorization, or certification may be obtained from the Iowa Board of Educational Examiners (BOEE). The BOEE may be contacted by calling (515) 281-3245 or by visiting their website, located [at www.boee.iowa.gov/](http://www.boee.iowa.gov/).

### **Overtime (classified staff only)**

Overtime is discouraged and will only be allowed if it is approved by the superintendent in advance. Any time a classified employee works more than forty (40) hours per week (excluding any leave time) he/she will qualify for overtime or compensatory time (comp time) at the rate of one and one-half times the regular hourly rate. A week is defined as beginning at 12:00 am (midnight) on Sunday and ending at 11:59 pm on Saturday.



## Salary Schedule Advancement

The following provisions will apply to lane advancement (horizontal movement) on the salary schedule:

1. Notification of the intent to advance on the salary schedule must be provided to the superintendent by May 1<sup>st</sup> to be applied in the following contract year.
2. All credits applied to salary advancement must be completed after the teacher receives their initial Bachelor's Degree for teaching certification. Credits received toward advancement beyond a Master's Degree must be obtained after the Master's Degree has been awarded.
3. Only credits for graduate level classes can be applied for advancement on the salary schedule.
4. Credit for a Master's Degree is provided when the degree is in a teacher's current teaching area, special education, counseling, or administration. Master Degree's in other areas be granted with approval from the superintendent.
5. It is possible for a teacher to advance two lanes in one year, assuming the staff member can verify earning the appropriate credits to do so. (example: moving from BA to BA+24)
6. Transcripts verifying completion of approved courses must be provided to the superintendent no later than September 1<sup>st</sup> to be applied to advancement on the salary schedule in that contract year.

## Teacher Salary Schedule

The basic salary of regular full-time teachers is located in Appendix I of this handbook. The basic salary of regular part-time teacher will be pro-rated to equal the teacher's part-time condition of employment.

## Group Insurance Benefits

Employees who work thirty (30) hours per week are eligible for group insurance and health benefits. Documents detailing the plan design and enrollment period will be provided to all eligible employees before the start of the enrollment period. All new employees shall receive group insurance and health benefits information upon acceptance of employment. For additional information, please contact the district human resource director.

The district will provide single health insurance coverage at the highest available deductible plan based on the following guidelines:

### Certified staff:

- Full-Time Employees (40 hours/week) = 100% of individual health insurance premium
- Part-Time Employees (30-40 hours/week) = prorated based on the employee's Full Time Equivalency (FTE) of single health insurance premium
- Part-Time Employees (1-29 hours/week) = 0% of individual health insurance premium

### Classified staff:

- Full-Time Employees (40 hours/week and 12 months/year) = 100% of individual health insurance premium
- Part-Time Employees (30-40 hours/week and less than 12 months/year) = 90% of individual health insurance premium
- Part-Time Employees (1-29 hours/week) = 0% of individual health insurance premium

The cost for single insurance will be determined annually. Employees new to the District will be required to participate in the insurance program. Employees that are not full-time, and have other health insurance coverage, will be exempt from this provision.

The district provides and pays for long-term disability insurance for all employees that qualify for health insurance.

Each employee will have the option to purchase family medical insurance. An employee who elects to have family coverage shall have a payroll deduction applied by the amount equal to the cost of the family premium minus the cost for the district provided single insurance.

An employee on approved extended leave will not be provided insurance benefits by the district. While insurance benefits will not be provided during the leave by the district, the employee may purchase such benefits, at their own expense, as long as this is not in violation of the insurance carrier's agreement.

Flex benefits, in the amount of \$400 (90% or \$360 for classified staff), are available for employees that waive the district provided health insurance and were participating in the flex program at the conclusion of the 2013-2014 master contract. Employees not participating in the flex benefits program at the conclusion of the 2013-2014 master contract are not eligible for the flex program. New employees are not eligible for the flex benefits program. The Flex benefits program shall be in compliance with Iowa Code, Chapter 509.1.

All insurance coverage is subject to the insurance carriers' conditions and regulations.

### **Travel Compensation – Inside the District**

Employees required to travel in their personal vehicle between school district buildings to fulfill the duties of their position may be reimbursed at a rate of thirty-nine (39) cents per mile. Compensation for in-district travel must be pre-approved by the superintendent and employees will be expected to log and turn in mileage.

### **Travel Compensation – Outside the District**

Employees are encouraged to use school owned vehicles when traveling outside the district for approved school business. Travel expenses will include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal allowance and registration costs.

Travel outside of the school district must be pre-approved. Pre-approval will include an evaluation of the necessity of the travel, the reason for the travel, and an estimate of the cost of the travel to qualify as approved school district business. Travel outside the school district must be approved by the superintendent.

Reimbursement for expenses will only be allowed if the employee received pre-approval for the travel. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed (itemized) receipt, indicating the date, purpose, and nature of the expense for each claim item. Failure to have a detailed receipt will make the expense a personal expense. Personal expenses, including mileage, in excess of that required for the trip are reimbursed by the employee to the school district no later than 20 working days following the date of the expense.

Reimbursement for actual and necessary expenses for travel outside the school district will be limited to the pre-approved expenses. Pre-approved expenses for registration are limited to the actual cost of the registration. If continuing education credits are earned as a result of participation in a conference/workshop, and included in the cost for registration, the employee will be responsible for that portion of the registration cost.

## **EMPLOYEE RELATIONS**

### **Background Checks**

All school employees are subject to pre-employment criminal, dependent adult abuse and child abuse background checks. In addition, employees will be re-checked at least every five years. The background check will either be conducted by the school district or another agency.

### **Conflict of Interest**

No employee may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated. Such actions may subject employee to disciplinary action.

Since employees have access to information and a captive audience that could present a conflict of interest, employees may only solicit other employees or students for personal or financial gain with the prior, advance approval of the superintendent. If the approval of the superintendent is given, the employee must conduct the solicitations within the conditions set by the superintendent. Further, the superintendent may, upon five days' notice, require the employee to cease approved solicitations as a condition of continued employment.

### **Employee Complaints**

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints will be brought directly to the immediate supervisor, principal or superintendent and will be made in a constructive and professional manner. Complaints will never be made in the presence of other employees, students, parents or community members.

### **Employee Orientation**

To perform their job duties effectively employees must know their roles and responsibilities. New employees will participate in an orientation program. For teachers, this will involve a formal orientation day and mentoring program. For all other employees, their immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. Payroll procedures and employee benefit programs will be explained to the employee by the human resource director.

### **Employee Records**

The district will 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 will include, but not be limited to, records necessary for the daily administration of the school district, salary records, evaluations, application for employment, references, and other items needed to carry out board policy. Employee personnel files are school district records and are generally considered confidential records and therefore are not 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. However, pursuant to Iowa Code Section 22.7(11)(a), certain information contained in employee personnel records shall be public records, including the fact that the employee was voluntarily demoted, discharged, or that the employee resigned in lieu of discharge, as well as the documented reasons and rationale for the disciplinary action.

## **Employee Searches**

The Roland-Story Community School District respects employee's Fourth Amendment rights and their reasonable expectation of privacy. However, employees should have no expectation of privacy in school district provided space or equipment. The school district may look into these items when needed. Anything on the school district's computers, server, website, etc. and in school district files, etc. are considered a public record and open to public inspection. Should the school district get a request to see this information, at that time, a determination will be made whether the information can be withheld as confidential information. The school district assumes no responsibility or liability for any items of personal property which are placed in the desk or work space which is assigned to employees.

## **Evaluation**

Evaluation of employees on their skills, abilities and competencies is an ongoing process and conducted by the employee's immediate supervisor annually. The goal of the formal evaluation process is to improve the education program, to maintain employees who meet or exceed the board's standards of performance, to clarify the employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board and to develop a working relationship between the administrators and other employees. Licensed staff must be evaluated by an approved evaluator, as required by law. A teacher evaluation plan must include the following:

- the Iowa teaching standards and criteria,
- a comprehensive evaluation of beginning teachers that includes a review of the teacher's progress on the Iowa teaching standards and the use of the Department of Education's comprehensive evaluation instrument,
- a performance review of career teachers to be conducted once every three years and includes classroom observation of the teacher, a review of the teacher's progress on the Iowa teaching standards and additional standards and criteria, a review of the implementation of teacher's individual professional development plan, and supporting documentation from other evaluators, teachers, parents, and students.

For more information on the requirements for Teacher Evaluation visit the Iowa Department of Education webpage at: <http://www.educateiowa.gov/pk-12/educator-quality/teacher-evaluation>

## **Handbook Complaints**

Complaints alleging the misinterpretation or misapplication of the district employee handbook are addressed in this section. Handbook complaint procedures are a means of internal dispute resolution by which an employee may have their complaints addressed. The goal of the handbook complaint process is to, at the lowest level possible, secure equitable solutions to problems that arise. This section addresses complaints to the employee handbook. Other employee complaint procedures should be in accordance with the district's board policy.

### **Step One**

The employee alleging the complaint may submit a written formal complaint with the immediate supervisor. The formal complaint must be submitted to the immediate supervisor within ten (10) work days after the alleged misinterpretation or misapplication of the handbook.

The formal complaint must contain a statement of the alleged misinterpretation or misapplication of the handbook, including the facts upon which the complaint is based, the issues involved, the provisions of the handbook involved, the claimed basis for the alleged misinterpretation or misapplication and the resolution that is sought.

After receiving the written complaint, the immediate supervisor will provide a written answer to the complaint within ten (10) work days.

### **Step Two**

If the complaint is not resolved at Step One, the employee alleging the complaint shall submit the formal written complaint to the superintendent within ten (10) work days. The superintendent will provide a written answer to the formal complaint within ten (10) work days.

### **Step Three**

If the complaint is not resolved at Step Two, the employee alleging the complaint shall submit the formal complaint to the school board president within ten (10) work days. The school board president will arrange for a hearing before the school board within thirty (30) work days. Following the hearing the school board president will provide a written answer to the formal complaint within ten (10) work days.

## **Mandatory Cooperation in Workplace Investigations**

Any workplace investigation conducted by administrative staff or their designee will receive complete cooperation of all employees. Employees may be disciplined, up to and including termination, for making any untrue statement or providing information that is dishonest, misleading, inaccurate or incomplete during the course of the investigation and related procedures. Employees may also be disciplined, up to and including termination, for impeding, obstructing or failing to cooperate with the investigation and related procedures.

## **Mandatory Reporting of Post-Employment Arrests and Convictions**

Any employee who is arrested or convicted of any criminal charges shall report such information to the superintendent within three (3) calendar days. Failure to do so shall incur discipline, up to and including termination.

## **Nepotism**

More than one family member may be an employee of the school district. It is within the discretion of the superintendent to allow one family member employed by the school district to supervise another family member employed by the school district subject to the approval of the board.

## **Probationary Status**

The first three years of a newly licensed employee's contract is a probationary period unless the employee has already successfully completed the three-year probationary period in an Iowa school district. Newly licensed employees who have successfully completed a probationary period in a previous Iowa school district will serve a two-year probationary period.

The probationary period for classified employees is sixty (60) work days unless otherwise stated in an employee contract.

## **Public Complaints about an Employee**

The board recognizes situations may arise in the operation of the school district which are of concern to parents and other members of the school district community. While constructive criticism is welcomed, the board desires to support its employees and limit unnecessary, spiteful, or negative criticism and complaints that do not offer advice for improvement or change.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to board action however, the following should be completed:

1. Matters should first be addressed to the teacher or employee.
2. Unsettled matters from (1) above or problems and questions about individual attendance centers should be addressed to the employee's building principal for licensed employees and the superintendent for classified employees.
3. Unsettled matters regarding licensed employees from (2) above or problems and questions concerning the school district should be directed to the superintendent.
4. If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board. To bring a concern regarding an employee, the individual may notify the board president in writing, who may bring it to the attention of the entire board, or the item may be placed on the board agenda of a regularly scheduled board meeting in accordance with board policy 214.1.

It is within the discretion of the board to address complaints from the members of the school district community, and the board will only do so if they are in writing, signed, and the complainant has complied with this policy. (board policy 402.5)

## **Qualifications, Recruitment and Selections**

Job applicants for all positions will be considered on the basis of the following: training, experience, and skill; nature of the occupation; demonstrated competence; and possession of, or ability to obtain, state license if required for the position.

All job openings shall be submitted to the Iowa Department of Education for posting on TeachIowa, <http://www.teachiowa.gov/>, the online state job posting system. Additional announcements of the position may occur in a manner which the superintendent believes will inform potential applicants about the position. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who will be directly supervising and overseeing the person being hired.

The board will hire employees after receiving recommendations from the superintendent. The superintendent, however, will have the authority to hire an employee on a temporary basis until a recommendation can be made and action can be taken by the board on the position.

The board may employ temporary teachers for a period up to six months and temporary administrators up to nine months. Temporary employees will be employed to fill a vacancy created by a leave of absence or unexpected termination of a licensed employee.

## **Release of Credit Information**

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income and number of years employed. This information will be released without prior written notice to the employee as it is all public information. Confidential information about the employee will be released to an inquiring creditor with a written authorization from the employee.

## **Transfers**

Determining the location where an employee's assignment will be carried out is the responsibility and within the sole discretion of the board. In making such assignments, the board will consider the qualifications of each employee and the needs of the school district.

Vacancies shall be posted in all school buildings. Employees must submit a letter of interest to apply for a vacant position. When filling a vacancy, the district will consider the applicant's teaching certifications, education, experience, previous evaluations, and years in the district.

Involuntary transfers of employees may be made by the district when transfers are necessary for the efficient operation of the district. When determining which employees will be transferred, the district will consider:

- The educational needs of the district
- The employee's academic background
- The financial needs of the district
- The applicable laws, rules, and regulations, and
- The number of years the employee has worked for the district

Employees who are transferred will be notified, in writing, of the involuntary transfer and the reasons why at least fifteen (15) work days before the transfer goes into effect. The employee may request a conference with the superintendent to discuss the reasons for transfer.

Teachers shall not be involuntarily transferred into a teacher leader and compensation position (TLC).

## **Work Day Hours**

Work day procedures are used to ensure that staff begin and end their day at a consistent time. Parents rely on consistent school start and end times when preparing their family schedules. The work day for teachers is as follows:

1. The employee workday shall consist of eight (8) hours per day. The regular workday start and end times may vary by building or individual employee, and should be determined by student start and end times and specific building initiatives and goals. The principal in each building shall maintain a master hours plan, which shall include the start and end time of each individual employee. The master chart shall be established at the beginning of each school year and modifications to the hours chart may only be made upon mutual agreement of the teacher and building principal. Employees may periodically flex their hours at the beginning or ending of workdays for personal matters. The employee shall seek approval directly from the administrator in advance. The administrator has the right to deny any request for flex hours, but shall not do so arbitrarily or without good reason.
2. The employer may assign extra duties as associated with the teaching profession. Employees may be required to periodically attend, without additional compensation, faculty and/or professional meetings either immediately before or after the normal workday. Such meetings will be limited to one per week. Employees may be required, without additional compensation, to attend evening meetings or assignments outside the normal workday. Such evening meetings or assignments shall not exceed eight (8) per school year. Other meetings of a pressing nature may be scheduled at the superintendent's discretion.
3. On days school is dismissed for vacation, dismissed early due to weather conditions, and on Fridays, teachers may leave twenty (20) minutes after the close of the student day.

The work day for all other employees will be established on a case-by-case basis and communicated by the employee's immediate supervisor at the time of hire.

## **Work Year**

The regular contract for the returning teachers is 193 days. New teachers shall have a service year of 196 days, thus allowing for a one-day orientation and required mentoring activities throughout the year. The work year for teachers shall include:

1. A minimum of 1080 student contact hours (or 180 student days),
2. Five (5) professional development days to be used as teacher learning opportunities, or other related use, as determined by the district,
3. Two (2) teacher work days, apportioned by the district, consisting of teacher work time for compiling grades, preparing lesson/unit plans, or updating curriculum maps.
4. Six (6) holidays as follows: Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Day, Memorial Day. If any of the above holidays fall on a Sunday, it shall be observed on Monday. If any of these holidays fall on a Saturday, it shall be observed on Friday.

Teacher attendance at school is not be required when student attendance is not required due to inclement weather.



## DISTRICT PROCEDURES AND GUIDELINES

### Copyright

Copyright is a form of intellectual property that protects original works of authorship including literary, dramatic, musical, and artistic works. The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the “fair use” doctrine. Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of “fair use.”

For additional information about copyright and fair use, please visit the “Frequently Asked Questions about Copyright” section of the United States Copyright Office located at: <http://copyright.gov/help/faq/index.html>.

### Discipline

Employee violations of board policy and work rules may result in discipline, up to and including termination. Employees whose employment is terminated will be given the appropriate level of due process as required by law.

The district uses progressive discipline procedures to prevent undesirable employee behavioral issues. In most cases, the district will follow the steps below. However, the district may combine or skip steps depending on the facts of each situation and the nature of the offense.

#### Step One – Verbal Warning

The employee and the principal or immediate supervisor shall meet to bring attention to the existing conduct issue. The principal or immediate supervisor shall discuss the nature of the problem and clearly describe district policies and procedures. The principal or immediate supervisor shall document this meeting.

#### Step Two – Written Warning

If the issue in Step One is not corrected, the employee and the principal or immediate supervisor shall meet to review the existing behavioral issue and any additional incidents. The principal or immediate supervisor shall outline the consequences for failing to meet conduct expectations to the employee. Employees in Step Two shall be placed in an intensive assistance plan.

The principal or immediate supervisor shall document the Step Two meeting and give a copy of the documentation to the employee. The original copy shall be placed in the employee’s personnel file.

#### Step Three – Recommendation for Termination of Employment

If the issue in Step Two is not corrected, the employee may be subject to the termination procedures as outlined in Iowa Code and in board policy. The principal or immediate supervisor will discuss the appropriate action with the superintendent. The superintendent has the authority to recommend the termination of an employee to the Board.

## **Employee Recognition**

The district recognizes and appreciates the services of its employees. Employees who retire or resign may be honored by the board, administration, and staff in an appropriate manner.

The Board acknowledges that expenditures and use of District resources may be needed to support the recognition of staff. Board policy 705.4 permits such expenditures as part of employee recognition activities. The administration has established the following expenditure guidelines for the recognition of staff at various milestones throughout their career.

10 years of service - \$50  
20 years of service - \$75  
30 years of service - \$100  
40 years of service - \$125  
Retirement - \$200

Annually the school board and administration honor staff and acknowledge these milestones as part of a year-end staff recognition banquet. Years of service are calculated for certified staff based on their total years in public education, and for classified staff based on their total years at Roland-Story.

## **Employee Publication or Creation of Materials**

Materials created by employees and/or the financial gain there from are the property of the school district if school materials and/or time were used in their creation and/or such materials were created in the scope of the employee's employment unless prior arrangements are made. The employee must seek prior written approval of the superintendent concerning such activities.

## **Professional Development**

High quality teaching is imperative for student success and professional development plays a key role in this success. Employees are expected to attend all professional development opportunities and staff meetings provided by the school district unless they are on leave or have been excused by their immediate supervisor.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, are made to the curriculum, assessment, and learning coordinator. Approval of the building principal must also be obtained prior to attendance by a licensed employee in a professional development program when the attendance would result in the licensed employee being excused from their duties or when the school district pays the expenses for the program.

## **Religious Holiday Celebrations in Public Schools**

Public school officials need to be respectful of the religious beliefs of employees and students. The Iowa Department of Education has provided the following non-exhaustive checklist for prohibited and permissive activities related to religious holiday celebrations in public schools. This information may be located at: <http://www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/religious-holiday-celebrations-public-schools>.

## **School Fees**

Iowa law identifies the types of fees schools can charge. School districts only have the authority to charge fees for textbooks, school supplies, eye and ear protective devices, summer school, driver's education and transportation for students not eligible for free transportation. For those that are charged, the fees must be waived or reduced for those students who meet the eligibility requirements for free or reduced-price meals. Employees cannot charge a student fee for anything without prior consent of superintendent.

## **School Publicity and Community Relations**

The district staff is the connection between the schools and the community. Employees are expected to work in a professional manner with parents and the community, when appropriate, for their positions. Teachers especially are expected to work closely with parents throughout the school year to ensure the success of all students, as parents are vital partners in the education of their children.

The board president is the spokesperson for the board, and the superintendent is the spokesperson for the school district. It is the responsibility of the board president and superintendent to respond to inquiries from the news media about the school district.

## **Staff Meetings**

Staff meetings provide an opportunity for the communication of important school district information to be shared between administration and employees.

Staff meetings shall be held at the discretion of the administration. Employees are expected to attend staff meetings unless they are on leave or excused by an administrator.

## **Teacher Leadership and Compensation**

The goals of the state Teacher Leadership and Compensation (TLC) system are:

- Attract capable and promising new teachers by offering competitive starting salaries and offering short-term and long-term professional development and leadership opportunities.
- Retain effective teachers by providing enhanced career opportunities.
- Promote collaboration by developing and supporting opportunities for teachers in schools and school districts statewide to learn from each other.
- Reward professional growth and effective teaching by providing pathways for career opportunities that include increased leadership responsibilities and compensation.
- Improve student achievement by strengthening instruction.

The district's Teacher Leadership System includes:

- District Curriculum, Assessment, and Learning Coordinator (reports to the superintendent)
- Learning Coaches – one per building (report to the district learning coordinator)
- Lead/Model Teachers – five per building (report to the building principal)

## **Compensation Schedule**

- a. Model teachers shall receive an annual \$2,000 stipend for five (5) additional days.
- b. Instructional coaches shall receive an annual \$5,000 stipend for ten (10) additional days.
- c. Curriculum and Professional Development leaders shall receive an annual \$10,000 stipend for fifteen (15) additional days.

### **Procedures for Staff Reduction**

1. **Seniority:** An employee receiving a supplemental contract for a one-year assignment for a TLC role will be considered to be a regular, full-time bargaining unit position, and will maintain and continue to accrue seniority.
2. **Reduction or realignment:** If staff reductions or realignment occur due to a reduction in TLC funding or a modification in the District's TLC plan, the parties will follow the current staff reduction procedures in the Master Contract.

### **Other Considerations**

1. **Selection and Placement:** The selection and placement of an employee into a TLC role shall be controlled by the criteria outlined in the District's DE approved TLC application.
2. **Hours of Work:** Teachers in TLC roles will work the number of hours necessary to perform the duties of their teaching and TLC role. The expectations of the District with regard to hours of work of teachers in TLC roles will be contained in the job description for each TLC role. The description will include expectations for parent-teacher conferences, regular duty assignments, school events and other teaching-related duties.
3. **Assessment of Performance:** The assignment of a teacher to a TLC role will be subject to review by the school district administration at least annually. The review shall include peer feedback on the effectiveness of the teacher's performance of duty specific to the teacher's TLC role. A teacher who completes an assignment in a TLC role may apply for assignment to a new TLC role.
4. **Removal:** The removal of an employee from a TLC role shall occur by either (a) the employee and the District mutually agreeing to remove the employee from the role, (b) the employee providing written resignation that is accepted by the District or (c) the District removing the employee from the role before the end of the academic year after providing the employee with notice and a reason for the removal.
5. **Placement after Removal:** If an employee is removed from a TLC role, the employee will be placed in the employee's former teaching position, or if the former teaching position is not vacant and/or does not exist, to another teaching position for which the employee is qualified that is within the employee's area and category and that is as near as possible to the employee's prior teaching position, as determined by the Superintendent.
6. **Separation from Teacher Evaluation:** Teachers in TLC positions will not evaluate other teachers.

## **EMPLOYEE STANDARDS OF CONDUCT**

### **Employee Outside Employment**

The board believes that the primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The board expects that district employees will give the responsibilities of their positions in the school district priority over any other employment. Employees with external employment must keep the two positions separate and the external job cannot impact the school district job. Should a supervisor believe the external position is impacting the internal one; the supervisor will address it with the employee.

### **Employee Political Activity**

Employees have full equality with other citizens in the exercise of their political rights and responsibilities, but employees shall refrain from certain political activities in the workplace and on district property under the jurisdiction of the board. Such prohibitions include, but are not limited to:

1. Engaging in any activity for the solicitation, promotion, election or defeat of any referendum, candidate for public office, legislation or other political action during work hours/while engaged in official duties and in the presence of any student.
2. Soliciting or receiving from any employee or other person any contribution or service for any political purpose during work hours/while engaged in official duties.
3. Using classrooms, buildings or students for the purpose of solicitation, promotion, election or defeat of any referendum, candidate for public office, legislation, or other political action. (This provision does not apply to employee use of district facilities if they are related to third-party events/activities authorized by the district that are outside the employee's scope of employment.)
4. Using school equipment or materials for the purpose of solicitation, promotion, election or defeat or any referendum, candidate for public office, legislation or other political action.

Engaging in prohibited political activities may be grounds for disciplinary action, up to and including termination.

### **Deadlines to Complete Reports**

In order to have the school district function in an efficient manner, all employees are expected to meet deadlines for all assigned paper or electronic reports, including but not limited to: time sheets, grade reports, student records, Individualized Education Plan (IEP) documentation and testing results.

### **Ethics – Board of Educational Examiners**

School district employees are expected to perform their jobs in an ethical and honest manner consistent with board policy and the Iowa Board of Educational Examiners (BOEE) rules. Any actions deemed unethical or dishonest will incur appropriate discipline. Licensed staff members are expected to know and understand the Code of Professional Conduct and Ethics of the BOEE. The BOEE's Code of Professional Conduct and Ethics constitutes mandatory minimum standards of practice for all licensed employees. While classified employees, except coaches, are not subject to the BOEE Code of Ethics, it is good guidance for all employees. A copy of the ethics code:

<http://www.boee.iowa.gov/doc/ethHndot.pdf>.

## **Gifts**

Employees will not, either directly or indirectly, solicit, accept or receive any gift or series of gifts, unless the gift is valued at less than three dollars (\$3) or has a negligible resale value. Honorariums may be received but must be turned over to the school district unless the employee was on his or her own time, the donor does not meet the definition of "restricted donor" or the gift or honorarium does not meet the definition of gift or honorarium.

## **Insubordination**

Insubordination, disobedience, failure or refusal to follow the written or oral instructions of supervisory authority or to carry out work assignments will not be tolerated. Insubordination will result in discipline up to and including termination.

## **Neglect of Duties**

All employees are mindful that students are not to be left unattended and employees should not place themselves in any position where student safety is at risk or neglect of duty could be claimed. Employees, in a supervisory role, needing to leave an area where students are present must ensure another adult is present before leaving.

## **Staff Technology Use/Social Networking**

Usage of the school district's computer resources is a privilege, not a right, and use entails responsibility. All information on the school district's computer system is considered a public record. Whether there is an exception to keep some narrow, specific content confidential is determined on a case by case basis. Therefore, users of the school district's computer network must not expect, nor does the school district guarantee, privacy for email or use of the school district's computer network including websites visited. The school district reserves the right to access and view any material stored on school district equipment or any material used in conjunction with the school district's computer network.

Employees shall not post confidential or proprietary information 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 school district time or property on external sites that are not in direct-relation to the employee's job. 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 their building principal or superintendent for approval.

## **STUDENT AND CLASSROOM ISSUES**

### **Abuse of Students by a School District Employee**

School district employees are encouraged to create professional relationships with students so as to assist with their learning. Employees must not create relationships with students that are unhealthy or illegal. Adults must always be in a position to be trusted and caring for students, but the district will not tolerate any inappropriate relationships.

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

The district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. Employees are required to assist in the investigation when requested to provide information and to maintain confidentiality of the reporting and investigation process.

Refer to the Iowa Department of Education training manual for supporting materials and forms.  
<http://www.educateiowa.gov/chapter-102-level-i-investigator-manual-january-2011-school-leader-update-legal-lesson>

### **Child Abuse Reporting**

The district believes in protecting our students and we strive for them to be productive without outside factors weighing on their ability to learn. In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. Employees are required as mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

Child abuse is the result of the acts or omissions of a person responsible for the care of a person under the age of 18 who has suffered one or more of the categories of child abuse as defined in Iowa Code 232.68 (physical abuse, mental injury, sexual abuse, denial of critical care, failure to supervise, child prostitution, presence of illegal drugs, manufacturing or possession of a dangerous substance, bestiality in the presence of a minor, allows access by a registered sex offender, allows access to obscene material, or child trafficking).

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, local law enforcement will be notified.

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse, or submit evidence they have taken the course within the previous five years. The course will be re-taken at least every five years.

For more information and to access a guide for mandatory reporters, please go to the Iowa Department of Human Services website at: <http://www.dhs.iowa.gov/sites/default/files/Comm164.pdf>.

## **Corporal Punishment, Restraint and Detaining Students**

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. School employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a student. If a student is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent. For additional information regarding Iowa law on this issue, please visit the “Timeout, Seclusion, and Restraint” section of the Iowa Department of Education’s website, at <http://www.educateiowa.gov/pk-12/learner-supports/timeout-seclusion-restraint>.

## **Field Trips**

In certain classes, field trips and excursions are encouraged and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. All field trips must be approved by the building principal in advance. Out-of-state field trips must be approved by the school board in advance.

## **Individuals with Disabilities Education Act**

The Individuals with Disabilities Education Act (IDEA) is a federal law ensuring services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention, special education and related services to eligible children. Employees are expected to comply with IDEA. For additional information regarding IDEA, please visit The United States Department of Education website, located at <https://sites.ed.gov/idea/>. Additionally, employees are expected to follow school district procedures for identifying students who need additional assistance and meet the needs of identified students.

## **Searches of Students and Property**

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected without a search warrant.

Employees must adhere to district policy and administrative regulations regarding the search, pat down or inspection of a student and his or her belongings.

## **Standardized Testing and Assessment**

Assessment is an important part of the education process and the school district is committed to ensuring the integrity of testing and assessment practices. Employees are expected to administer standardized tests consistent with Iowa law and Board of Educational Examiners ethical codes that promote the integrity of the assessment and the validity of student responses. Failure to do so may result in disciplinary action up to and including termination. For additional information regarding the applicable standard in the Iowa Board of Educational Examiners Code of Professional Conduct and Ethics, visit the Board of Educational Examiners website at <http://www.boee.iowa.gov/doc/ethHndot.pdf>.



## **Student Funds and Fundraising**

Student fundraising for school activities may occur upon approval of the school board. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must identify a specific purpose for fundraising and secure the approval of the principal prior to spending the money raised.

## **Student Records**

School employees are entrusted with confidential information – whether it is about students or fellow employees. Employees must not disclose confidential student information unless it is permitted by law. Please contact the superintendent if you have a request for student records.

Give careful thought to what you discuss concerning school matters whether with parents, colleagues, and members of the community. Rumors and criticism are promoted by outside gossip. Many rumors and unnecessary criticism can be avoided by referring community members to the school principal or appropriate staff member. Employees must exercise significant care and judgment when handling confidential information. A break in confidentiality can result in disciplinary action, up to and including termination, and expose the employee to personal liability for violation of Iowa's privacy law.

## **Transporting of Students by Employees**

Generally, transportation of students is in a motor vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes. It is within the discretion of the superintendent to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent and meet all applicable requirements set by the district. Private vehicles will be used only when:

- The vehicle is in good condition and meets all applicable safety requirements,
- The driver possesses a valid driver's license,
- Proof of insurance has been supplied to the superintendent and insurance satisfies the minimum coverage requirements for driving personal vehicles in the State of Iowa, and
- The parents of the students to be transported have given written permission.

## **Tutoring**

Every effort will be made by the licensed employees to help students with learning problems before recommending that the parents engage a tutor. Since there are exceptional cases when tutoring will help students overcome learning deficiencies, tutoring by licensed employees may be approved by the superintendent. Licensed employees may only tutor students other than those for whom the teacher is currently exercising teaching, administrative or supervisory responsibility unless approved by the superintendent.

Tutoring for a fee may not take place within school facilities or during regular school hours unless approved by the superintendent and the fees go to the school district, not the teacher. Any questions about whether a tutoring relationship or activity complies with the Code of Professional Conduct and Ethics for educators should be directed to the Board of Educational Examiners.

## HEALTH AND WELL-BEING

### Administering Medication

The supervision of any medication distribution to students shall be in strict compliance with the rules and regulations of the board. District employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in board policy.

### Anti-Bullying and Anti-Harassment

The district is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff and volunteers is against federal, state and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers and students shall not engage in bullying or harassing behavior in school, on school property or at any school function or school-sponsored activity.

### Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
  1. Places the student in reasonable fear of harm to the student’s person or property.
  2. Has a substantial detrimental effect on the student’s physical or mental health.
  3. Has the effect of substantially interfering with a student’s academic performance.
  4. Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities or privileges provided by a school.
- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

### Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers and students shall not engage in reprisal, retaliation or false accusation against a victim, witness or an individual who has reliable information about an act of bullying or harassment.

### **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or superintendent (hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The building principal or superintendent shall also be responsible for developing procedures regarding this policy.

### **Decision**

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student’s parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

For additional information on this topic visit the “Bullying and Harassment” section of the Iowa Department of Education’s website, at: <http://www.educateiowa.gov/pk-12/learner-supports/anti-bullyinganti-harassment>.

### **Bloodborne Pathogens**

Annually, all employees will be required to complete bloodborne pathogens training.

## **Communicable Diseases – Employees**

Employees with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position and their presence does not create a substantial risk of illness or transmission to students or other employees. The term “communicable disease” will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases is included in the school district’s bloodborne pathogens exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping.

## **Employee Injury on the Job**

Employee and student safety is our highest priority. An employee should therefore remove him or herself from and report any situations where employee safety is compromised. If an employee becomes seriously injured on the job, the employee’s supervisor will attempt to notify a member of the family, or an individual of close relationship, as soon as the employee’s supervisor becomes aware of the injury.

Unless it is an emergency, it is the responsibility of the employee injured on the job to inform the EMC OnCall Nurse (844-322-4668) prior to seeking medical treatment. If the employee is unable to inform the EMC OnCall Nurse, the employee’s immediate supervisor may make this contact.

A school employee may administer emergency or minor first aid to an injured employee. An injured employee will be turned over to the care of the employee’s family or qualified medical professionals as quickly as possible.

## **Employee Physical Examination**

The district believes good health is important to job performance. School bus drivers will present evidence of good health upon initial hire and every other year in the form of a physical examination report, unless otherwise required by law or medical opinion. All other employees shall present evidence of good health, in the form of a post-offer, pre-employment physical examination report.

The cost of the initial examination will be paid by the employee. The cost of pre-employment physicals will be reimbursed by the school district up to a maximum of \$60. The form indicating the employee is able to perform the duties, with or without reasonable accommodation, for which the employee was hired, must be returned prior to the performance of duties. The school district will provide the standard examination form to be completed by the personal physician of the employee.

Employees whose physical or mental health, in the judgment of the administration, may be in doubt must submit to additional examinations to the extent job-related and consistent with business necessity, when requested to do so, at the expense of the school district.

The district will comply with occupational safety and health requirements as applicable to its employees in accordance with law.

## **Smoke and Tobacco Free Workplace**

The district is committed to providing a safe and healthy workplace and to promoting the health and well-being of employees. As required by Iowa Code Chapter 142D, the Iowa Smokefree Air Act, and also motivated by a desire to provide a healthy work environment, the district prohibits smoking, and the use of tobacco and nicotine products as cited in board policy, on all school grounds and in school vehicles.

## **Substance Free Workplace**

Alcoholic beverages, illegal substances, and legal substances used illegally shall not be consumed at any time during the employee's work shift. It is in violation of school district work rules for an employee to report to work in an unsafe condition, or in a condition which impairs the employee's judgment or performance of job functions due to the use of alcohol or other substances. Unauthorized possession or use of alcoholic beverages or other substances during work hours, while on district time or property, or while engaging in district business will result in discipline, including immediate dismissal.

It is a violation of the federal Substance-Free Workplace law for an employee to 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 alcohol, as defined in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and Iowa Code Chapter 124.

"Workplace" is defined as the site for the performance of work done in the capacity as an employee. This includes school district facilities, other school premises or school district vehicles. Workplace also includes off 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.

Employees who operate school vehicles are subject to mandatory random and scheduled federal drug and alcohol testing if a commercial driver's license is required to operate the vehicle and the vehicle transports sixteen or more persons including the driver. For regulations and forms please visit the Federal Motor Carrier Safety Administration website located at [www.fmcsa.dot.gov/rules-regulations/topics/drug/drug.htm?](http://www.fmcsa.dot.gov/rules-regulations/topics/drug/drug.htm?)

**Employees Are Further Notified:** it is a condition of their continued employment that they comply with the above policy of the school district and will notify their supervisor of their conviction of any criminal drug statute for a violation committed in the workplace, no later than five days after the conviction.

## **LEAVES AND ABSENCES**

### **Absenteeism**

In order to accomplish the goals and mission of the district, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of a workday. Employees must notify their immediate supervisor of all times when they will be absent or to submit leave requests. Absences arranged in advance (professional and personal days) do not require a call when absent or when returning to work, unless outside the scheduled time off.

Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action.

### **Bereavement Leave**

The district understands that employees may need time off to mourn the loss of a family member or close friend. Each employee shall be entitled to have five (5) days of leave per death of husband, wife, child, mother, father, spouse's mother, spouse's father. Each employee shall be granted two (2) days of leave per death or funeral of relatives consisting of brother, sister, son-in-law, daughter-in-law, grandparents, grandchild, brother-in-law, or sister-in-law. Additional days may be granted for family death at the discretion of the Superintendent. In the event of the death of a person other than those mentioned above, an Employee may be granted by the Employer the time essential, up to one (1) day, of paid leave to attend the funeral. Bereavement leave shall not count against sick leave. Personal leave may be used to extend the bereavement defined above.

### **Employee Holidays**

Employee holidays are as follows:

- Labor Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Day
- Memorial Day
- Fourth of July (12 month employees)

## **Family Illness Leave**

Employees may be granted up to five (5) days paid leave per year, for illness of the Employee's spouse, child, sibling, parent, or parent-in-law. Such leave must be approved by the building principal, who may require such reasonable evidence as he/she desires confirming the medical necessity and who may determine the need for the employee to be absent from duty. Leaves for family illness shall be deducted from any accumulated sick leave. In the event of an emergency (i.e. hospitalization or extenuating circumstances beyond the employee's control) the building principal, with the approval of the superintendent, may approve up to three (3) additional days of family illness leave. Any family illness leave that is unused at the conclusion of the school year in which it is granted will not carry-over to the following year.

The superintendent may approve the use of family sick leave in emergency situations for a grandchild and/or step-children. The superintendent's decision will not be subject to a grievance.

## **Family and Medical Leave (FMLA)**

Unpaid family and medical leave will be granted up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) per year to assist eligible employees in balancing family and work life. Requests for family and medical leave will be made to the superintendent. Employees eligible for family and medical leave must comply with the applicable administrative rules and the district's family and medical leave policy prior to starting family and medical leave.

For additional information regarding the Family and Medical Leave Act (FMLA) please contact the central office or visit the "Family and Medical Leave Act" section of the United States Department of Labor's website, at <http://www.dol.gov/whd/fmla/>.

## **Jury Duty Leave**

The board recognizes employees may be summoned for jury duty. Employees who are called for jury service will notify their immediate supervisor within twenty-four hours after notice of call to jury duty and will provide suitable proof of jury service to the school district.

Licensed employees will receive their regular salary. However, any payment for jury duty will be paid to the school district. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours.

## **Personal Illness Leave (sick leave)**

Personal illness leave ensures that employees can take care of health needs. The Iowa law on sick leave for public employees provides for leaves of absence with full pay for personal injury or illness which prevents the employee from being present for work. Sick leave cannot be used for deferment of treatment or medical service that would be possible other than during the school year. Minimum amount of sick leave that can be granted is one hour. At the end of the contract year, each employee will have their remaining sick leave rounded down to the nearest half day. The employer shall, in each instance, require such reasonable evidence as it may desire confirming the necessity for such leave of absence. The Board shall grant leaves in the following minimum amounts:

First year of employment .....	10 days
Second year of employment .....	11 days
Third year of employment .....	15 days
All subsequent years of employment .....	15 days
Cumulative to .....	105 days

Experienced teachers new to the district will be allowed to bring up to 45 days of previously accumulated and unused sick leave into the district. Verification of remaining sick leave must be provided by the employee's former district. All accumulated sick leave is forfeited upon the termination of employment.

## **Personal Leave**

Employees shall be allowed two (2) days per year to conduct essential personal business that could not be conducted outside the normal workday. Except in the case of an emergency situation, application for personal leave shall be made in writing at least three (3) school days prior to the requested leave date and must be submitted to the office of the building principal. Should an emergency occur where it would not be possible to make an application for prior approval, the necessity for securing prior approval shall be waived. However, the employee shall be expected to notify the principal. All consecutive days of employee absence immediately preceding or immediately following a legal holiday, school vacation period (Christmas break and spring break), or school recess (summer break), or days during the first or last week of the school year shall not be recognized for personal leave. No more than one (1) employee in each attendance center shall be on personal leave the same day. Those who first give notice will be granted paid leave. Exceptions to the number absent may be granted. Any personal leave that is unused at the conclusion of the school year in which it is granted will not carry-over to the following year.

## **Professional Leave**

Professional Leave days, will be approved by the administration, and can be used to visit other schools, to attend seminars/workshops, or to attend professional conferences. The request for leave shall be made at least ten (10) work days prior to the first day of anticipated absence.



## **Special Leave (military service or sabbatical)**

The board recognizes that employees may be called to participate in the armed forces or other temporary leaves from their duties with the school district.

Time away from duty may be granted upon written request to the employee's principal and dependent upon the approval of the superintendent or his/her designee.

The written request for special leave must be made three (3) workdays in advance of the leave request. The three-day advance notice may be waived in an emergency situation. The extended leave request will be made in writing stating the reason(s) and delivered to the superintendent. The employee on extended leave will maintain accumulated sick leave and personal leave and will continue on the salary schedule placement from where the employee was at the time extended leave was taken. Each request for special leave shall be considered on its individual merits. The compensation status shall be determined by the superintendent and in accordance with board policy.

## **Unpaid Leave**

Unpaid leave may be used to excuse an absence not provided for in other leave policies of the board. Unpaid leave for employees may only be used after all personal leave is exhausted, and must be authorized by the superintendent. Leaves of absences without pay are not encouraged and such requests will generally be denied.

Additional unpaid leave requested under the Americans with Disabilities Act (ADA) or other applicable laws will be addressed on a case by case basis to meet the needs of the individual employee.

## **Vacation Leave**

Classified staff that are twelve-month employees are provided vacation leave. Vacation leave for these employees will be specified in their letters of assignment. Vacation leave will not accrue from year to year and unused vacation days will not be compensated. Twelve-month employees are provided five days of vacation leave during their first year of employment. Vacation leave increases to 10 days for employment years 2-10, 15 days for employment years 11-20, and 20 days for employment year 21 and beyond.

## **SAFETY AND SECURITY**

### **Staff Identification Badges**

An identification badge shall be issued to each employee. These identification badges also serve as keys and provide staff access to school facilities throughout the district. Badges are to be worn and clearly visible when the employee is on duty. The loss of a permanent badge shall be immediately reported to the building principal or technology coordinator, who will issue a replacement badge at a cost to the employee of \$5. Badges remain the property of the district and shall be returned to building principal or superintendent at the time of resignation, retirement, or termination.

### **Visitors and Guests**

The board welcomes the interest of parents and other members of the community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival.

Individuals who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and class disruption can be minimized.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee is responsible for taking the action necessary to cease the inappropriate conduct.

### **Weapons**

The district believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district.

Employees are prohibited from bringing weapons and other dangerous objects on school grounds. Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt in accordance with law and board policy. For more information, visit the Iowa Department of Education Legal Lesson on Firearms on School Grounds at <https://www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/firearms-school-grounds-january-2013-school-leader>.

## **TERMINATION OF EMPLOYMENT**

### **Contract Release – Licensed Employees**

Licensed employees who wish to be released from an executed contract must give at least twenty-one days' advance notice to the superintendent. Licensed employees may be released at the discretion of the board. Only in unusual and extreme circumstances will the board release a licensed employee from a contract. The board will have sole discretion to determine what constitutes unusual and extreme circumstances.

Release from a contract may be made contingent upon finding a suitable replacement. Licensed employees requesting release from a contract after it has been signed and before it expires may be required to pay the board the cost incurred to locate and hire a suitable replacement. Upon written mutual agreement between the employee and the superintendent, the costs may be deducted from the employee's salary. When required, payment of these costs will be a condition for release from the contract.

### **Early Retirement**

Annually the board considers whether it will offer employees an early retirement incentive. The board must consider several factors when making this decision including; student enrollment trends, impact of current and projected personnel costs on the budget, and the anticipated legislative actions that effect funding.

When the early retirement incentive is offered, an employee is eligible when the employee:

- Is at least 55 years of age on or before June 30 of the school year in which the employee wishes to retire,
- Completes at least a total of fifteen (15) years of service as an employee of the school district,
- Submits a written resignation, and
- Receives board approval for participation in the early retirement program.

#### **Incentive Options and Amounts**

Option #1: The employee submits the District Early Retirement Intent to Retire Form by February 1<sup>st</sup> a year in advance of the year they plan to retire. The early retirement incentive for each employee who selects application Option #1, and is approved by the board, will receive 50% of the employee's salary in effect the last year of employment with the school district excluding overtime pay, flex money, extended contract, and supplemental pay.

Option #2: The employee submits the District Early Retirement Intent to Retire Form by February 1<sup>st</sup> in the same year they plan to retire. The early retirement incentive for each employee who selects application Option #2, and is approved by the board, will receive 25% of the employee's salary in effect the last year of employment with the school district excluding overtime pay, flex money, extended contract, and supplemental pay.

Approval by the board of the employee's early retirement application shall constitute a voluntary resignation.

### **Resignation – Classified Employees**

Classified employees who wish to resign mid-year or mid-assignment must give the school district at least fourteen (14) days advance notice.

## **Resignation – Licensed Employees at Year End**

A licensed employee who wishes to resign must notify the superintendent in writing within the time period set by the board for return of the contract. This applies to regular contracts for the licensed employee's regular duties and for an extracurricular contract for extra duty. Resignations of this nature will be accepted by the board.

## **Reduction in Force**

The board has the exclusive authority to determine the appropriate number of employees. A reduction of employees may occur as a result of, but not be limited to, changes in the education program, staff realignment, changes in the size or nature of the student population, financial situation considerations and other reasons deemed relevant by the board.

Due process for termination because of a reduction in force will be followed.

**Layoffs:** The board shall have the right to determine when it is necessary to have a reduction in staff. When, in the judgment of the board, there is a necessity for a reduction in staff, the board shall attempt to accomplish such reduction by attrition. In the event necessary reduction of staff cannot be accomplished by attrition and the board in its discretion deems it necessary to have a reduction in staff, the board shall determine which employees are to be retained using the following procedures.

**Procedures:** In the event necessary staff reduction cannot be adequately accomplished by attrition, the board shall base its decision as to the resulting layoff by considering aspects of the existing programs. Seniority will be considered as a major factor in addition to other factors which could include: relative skill, ability, competence and qualifications of the available employees to do the available work. If a choice must be made between two employees of equal skill, ability, competence, and qualifications to do the available work, the employee with the least seniority will be laid off.

Employees who are to be laid off will be notified in writing by the superintendent.

Employees recommended for layoff who are dissatisfied with the decision of the board may request, in writing, within five (5) days, a private hearing with the board. Pursuant to said hearing; any action taken by the parties shall follow the procedures in Section 279 of the Code of Iowa.

Staff members whose jobs are to be eliminated will be given first consideration for other available positions in the district, provided they qualify for the vacancy and are certified.

**Recall:** A teacher terminated based upon staff reduction will be recalled to available positions provided they qualify for the vacancy and are certified if their wishes are made known in writing to the superintendent within the sixty (60) calendar day period immediately subsequent to said employee termination. The employee will be responsible for keeping the superintendent informed, in writing, of his or her current mailing address. The affected personnel will be recalled for vacancies for which they qualify and are certified for in reverse order of termination for a period of two (2) years from date of layoff. However, an employee may, by writing to the superintendent, waive recall rights at any time during this two (2) year period. An employee shall have three (3) days to respond to a recall notice if an immediate replacement is needed. This employee shall have two (2) weeks to respond to a recall notice if the replacement is needed for the subsequent school year. The recalled employee will have sick leave accumulated to date of termination reinstated, and will continue on the salary schedule placement from where they were when they were terminated by staff reduction.

**Appendix I**  
**2018-2019 Teacher Salary Schedule**  
*(includes Teacher Salary Supplement funds)*

<b>Experience Step</b>	<b>Index</b>	<b>BA</b>	<b>BA+12</b>	<b>BA+24</b>	<b>MA</b>	<b>MA+12</b>	<b>MA+24</b>
<b>Index</b>		1.00	1.05	1.10	1.15	1.20	1.25
<b>Base Wage</b>	1.00	38,488	40,412	42,337	44,261	46,186	48,110
<b>No Experience</b>	1.12	43,107	45,262	47,417	49,573	51,728	53,883
<b>1 Year</b>	1.16	44,646	46,878	49,111	51,343	53,575	55,808
<b>2 Years</b>	1.20	46,186	48,495	50,804	53,113	55,423	57,732
<b>3 Years</b>	1.24	47,725	50,111	52,498	54,884	57,270	59,656
<b>4 Years</b>	1.28	49,265	51,728	54,191	56,654	59,118	61,581
<b>5 Years</b>	1.32	50,804	53,344	55,885	58,425	60,965	63,505
<b>6 Years</b>	1.36	52,344	54,961	57,578	60,195	62,812	65,430
<b>7 Years</b>	1.40	53,883	56,577	59,272	61,966	64,660	67,354
<b>8 Years</b>	1.44	55,423	58,194	60,965	63,736	66,507	69,278
<b>9 Years</b>	1.48	56,962	59,810	62,658	65,507	68,355	71,203
<b>10 Years</b>	1.52		61,427	64,352	67,277	70,202	73,127
<b>11 Years</b>	1.56			66,045	69,047	72,050	75,052
<b>12 Years</b>	1.60				70,818	73,897	76,976
<b>13 Years</b>	1.64				72,588	75,744	78,900

*1.0% added to the base wage from the previous year*

**Appendix II**  
**2018-2019 Co/Extra Curricular Salary Schedule**

<b>Experience Step</b>	<b>Index</b>	<b>BA</b>
<b>Index</b>		1.00
<b>Base Wage</b>	1.00	35,773
<b>No Experience</b>	1.12	40,066
<b>1 Year</b>	1.16	41,497
<b>2 Years</b>	1.20	42,928
<b>3 Years</b>	1.24	44,359
<b>4 Years</b>	1.28	45,789
<b>5 Years</b>	1.32	47,220
<b>6 Years</b>	1.36	48,651
<b>7 Years</b>	1.40	50,082
<b>8 Years</b>	1.44	51,513
<b>9 Years</b>	1.48	52,944

\*Appendix II is used to calculate salaries for coaches, sponsors, and directors.

**Appendix II**  
**2018-2019 Co/Extra Curricular Pay Levels**

**11.00% Level**

Football Head Coach H.S.  
Basketball Head Coach H.S.  
Wrestling Head Coach H.S.  
Volleyball Head Coach H.S.  
Baseball Head Coach H.S.  
Softball Head Coach H.S.  
Vocal Music H.S. with Musical/Variety Show  
Instrumental Music H.S. w/Marching/Pep Band

**9.00% Level**

Track Head Boys Coach H.S.  
Track Head Girls Coach H.S.  
Cross Country Head Girls & Boys H.S.

**7.00% Level**

Golf Head Coach H.S. Boys  
Golf Head Coach H.S. Girls  
Football Asst. H.S. Coach  
Basketball Asst. H.S. Coach  
Volleyball Asst. H.S. Coach  
Wrestling Asst. H.S. Coach  
Softball Asst. H.S. Coach  
Baseball Asst. H.S. Coach  
Yearbook Sponsor H.S.

**5.00% Level**

Baseball Asst. (jr. high & 9<sup>th</sup> gr.)  
Softball Asst. (jr. high & 9<sup>th</sup> gr.)  
Basketball 9th Grade  
Volleyball 9th Grade  
Football Head 7th  
Football Head 8th  
Basketball Head 7th  
Basketball Head 8th  
Wrestling Head 7th & 8th  
School Play H.S.

**4.00% Level**

Track Asst. Coach H.S.  
Cross Country Asst. Coach H.S.  
Cross Country Head 7th & 8th Boys & Girls  
Track Head 7th & 8th Boys  
Track Head 7th & 8th Girls  
Volleyball Head 7th  
Volleyball Head 8th  
Instrumental Music 7th & 8th  
Large Group Speech H.S.  
Individual Speech H.S.  
Cheer Coach-Winter (w/o competitions)  
Middle School Athletic Assistant

**3.00% Level**

Asst. Coach 7th or 8th  
Asst. H.S. Musical/Variety Show  
Asst. H.S. Play  
Asst. H.S. Play Set Crew  
Debate

**2.00% Level**

Cheerleading Coach-Fall (w/o competitions)  
Junior Class Sponsor (prom)  
Asst. Large Group Speech  
FCCLA Sponsor  
HOSA Sponsor

**1.00% Level**

National Honor Society Sponsor  
Student Council Sponsor  
Asst. Individual Speech  
Key Club Sponsor  
Choreographer (musical)  
Cheer Competition (per season)

**Acknowledgement of Receipt**

I acknowledge that I have received, or can access a copy of, the Roland-Story Community School District's Employee Handbook. It is available on the district website or in the central office. I understand the employee handbook contains important information about the district and my role, responsibilities, and duties as an employee. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult with the superintendent regarding any questions I have about the contents of the employee handbook or any questions that I feel are not addressed.

I understand that the employee handbook is a general source of information and may not include every possible situation that may arise. I acknowledge that the Employee Handbook is not intended, and does not constitute a contract between the district and any one or all of its employees.

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Employee's Signature

Date

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Employee's Name (Printed)

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE - COPY PROVIDED TO EMPLOYEE**