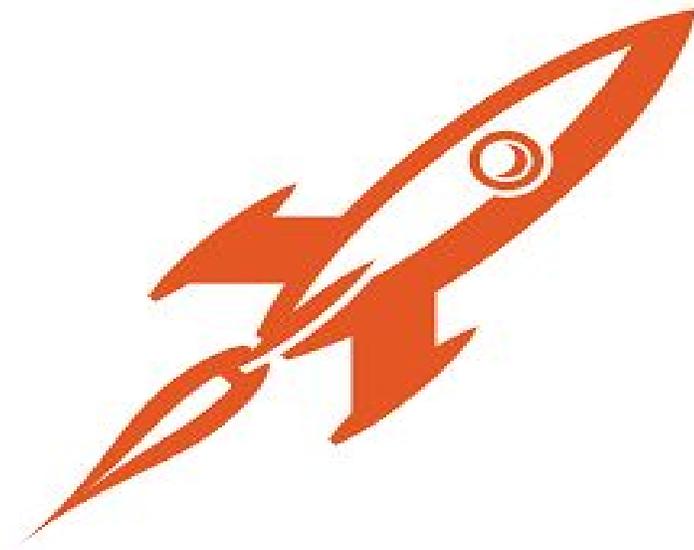


# Paton-Churdan Employee Handbook



2019-2020

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# OPENING STATEMENT

## Welcome Letter

Welcome to the 2018-19 school year! The purpose of this handbook is to provide direction and clarify roles and responsibilities of certified staff and administration. Additional information may be found in board policy.

This handbook is a general source of information and may not include every possible situation that could arise. It is not intended, and does not constitute a contract between the school district and employees. It is the employee's responsibility to refer to the district policies and/or administrative procedures for further information. 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 govern.

## Definitions

- "The district" means the Paton-Churdan Community School.
- "Parent" also means "guardian" unless otherwise stated.
- An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated.
- "School grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses.
- "School facilities" includes school district buildings and vehicles.
- "School activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

## School District Mission Statement, Educational Goals and Expected Outcomes

The Paton-Churdan School District, in collaboration with home and community, seeks to develop respectful students who are life-long learners and productive members of society.

## 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.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

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, ***Paton-Churdan Community School, 606 Adrian St. Box 157*** or by phone at ***515-389-3111***

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, [www.state.ia.us/government/crc/index.html](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.

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

# School Calendar

## 2019-2020 School Calendar

**Start/Finish**  
August or Sept. – May of June

Summary of Calendar:  
Days/Hrs. in classroom:  
First Trimester .....60/374  
Second Trimester .....62/385  
Third Trimester.....58/359  
**TOTAL DAYS/HRS**  
**180/1118**

### CALENDAR LEGEND

Start/End  
PD  
Trimester  
Holidays  
Vacation Days

Does not include Professional Development days/hours.

### HOLIDAYS:

Labor Day (9/2)  
Thanksgiving Day (11/28)  
Christmas Day (12/25)  
New Year's Day (1/1)  
Memorial Day (5/25)

Note: In-service Days may be classified as Career Development and/or Professional Development depending on the content of the activities being performed.

August 2019					Student Days/Hours	
M	T	W	Th	F		
12	13	14	15	16		
19	20	21	22	23	1	6.5
26	27	28	29	30	6	37.5
September 2019						
2	3	4	5	6	10	62
9	10	11	12	13	15	93
16	17	18	19	20	20	124
23	24	25	26	27	25	155
30					26	161.5
October 2019						
	1	2	3	4	30	186
7	8	9	10	11	35	217
14	15	16	17	18	40	248
21	22	23	24	25	45	281
28	29	30	31		49	305.5
November 2019						
				1	50	312
4	5	6	7	8	55	343
11	12	13	14	15	60	374
18	19	20	21	22	65	405
25	26	27	28	29	67	418
December 2019						
2	3	4	5	6	72	449
9	10	11	12	13	77	480
16	17	18	19	20	82	511
23	24	25	26	27		
30	31					
January 2020						
		1	2	3		
6	7	8	9	10	87	542
13	14	15	16	17	92	573
20	21	22	23	24	97	604
27	28	29	30	31	102	635
February 2020						
3	4	5	6	7	107	666
10	11	12	13	14	112	697
17	18	19	20	21	117	728
24	25	26	27	28	122	759
March 2020						
2	3	4	5	6	127	790
9	10	11	12	13	132	821
16	17	18	19	20		
23	24	25	26	27	137	852
30	31				139	865
April 2020						
		1	2	3	142	883
6	7	8	9	10	147	914
13	14	15	16	17	152	945
20	21	22	23	24	157	976
27	28	29	30		161	1000.5
May 2020						
				1	162	1007
4	5	6	7	8	167	1038
11	12	13	14	15	172	1069
18	19	20	21	22	177	1100
25	26	27	28	29	180	1118
June 2020						
1	2	3	4	5		

### 180 Days/1080 Hours Calendar

Aug. 20-22 Teacher In-service  
Aug. 21- Open House  
**Aug. 23 – First Day of School**

**Sept. 2 – Labor Day (No School)**

**Oct. 31 & Nov. 5 P&T Conferences**

**Nov. 5 - School board election**  
**Nov. 15 - End 1<sup>st</sup> Trimester (Greene County)**  
**Nov. - 28-29 – Thanksgiving Holiday (No School)**

**Dec. 20- End of first semester**  
**Dec. 23 – Jan. 3 – Winter Break (No School)**

**Jan. 1 - New Years Day (No School)**

**Feb. 28 – End 2<sup>nd</sup> Trimester (Greene County)**

**March 5<sup>th</sup> & 10<sup>th</sup>. P&T Conferences**

**Mar. 16-20- Spring Break (no school)**

**May 25 – Memorial Day No School**  
**May 28– End 3<sup>rd</sup> Trimester (Greene County)**  
**End of 2<sup>nd</sup> semester**

## District Contacts

# Paton-Churdan Community School 2019-20 Personnel Directory

Kreg Lensch, Superintendent  
Annie Smith, Principal

### Elementary Teaching Staff

Alisa Olson-Preschool/Title Reading  
Melanie Ludwig- Kindergarten  
Miranda Steinkamp- 1<sup>st</sup> Grade  
Haley Paup- 2<sup>nd</sup> Grade  
Lauren Bardole- 3<sup>rd</sup> Grade  
Tressa Rasmussen- 4<sup>th</sup> Grade  
Jill Higgins- 5<sup>th</sup> Grade/ 6<sup>th</sup> Math  
Amanda Tasler- 6<sup>th</sup> Grade ELA/Science  
Lori Berns- 5<sup>th</sup>/6<sup>th</sup> Grade SS  
Shannon Hobbs- Music  
Libby Towers- Guidance Counselor  
Pat Kruse- Physical Education  
Tami Minnehan- Art  
Jenny Fisher- Library/MakerSpace  
Denise Menke- Instructional Coach  
Anna Miller- Special Education

### Secondary Teaching Staff

Nathan Opheim- MS Math  
Michelle Casto-Yerty- Secondary Science  
Makayla Sparr- Secondary Social Studies  
Shannon Hobbs- Secondary Band/Vocal  
Amanda Tasler- 7<sup>th</sup>/8<sup>th</sup> English Language Arts  
Lori Berns- MS Exploratory/5<sup>th</sup> & 6<sup>th</sup> SS/At-Risk  
Tami Minnehan – MS Art  
Anna Miller- Special Education  
Rita O'Bryan-Special Education  
Pat Kruse- Health/Physical Education  
Denise Menke- Instructional Coach  
Jenny Fisher- Library/MakerSpace  
Lindsey Klocke-Instructional Coach/Curriculum  
Kellie Henderson- Technology  
Libby Towers- Guidance Counselor

### Support Staff

Jake Smith -Head Custodian/Transportation Director/Bus Driver  
Mary Ann Borkowski- Nurse  
Lacey Cullum- Head Cook/Aide  
Brooke Hoover- Assistant Cook/ Aide  
Erica Teed- Bus Driver  
Paul White- Bus Driver  
Jill Stream- Aide  
Jacque Happe- Aide  
Karen Rooney- Aide  
Cheri Ferguson- Aide

### Secretaries

Denise Best- BOE  
Heather Lansman- PK-12

## **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 in the central office or on our school webpage. 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 of schools.

## **Handbook Subject to Change**

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.

## COMPENSATION AND BENEFITS

### Compensation and Licensure

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/).

### 2019-2020 Paton-Churdan Salary Schedule

<b>Paton-Churdan Community Schools</b>						
Base=	\$ 37,700					
Steps=	\$ 990					
Lanes=	\$ 995					
Step	B.A.	B.A. +12	B.A. +24	M.A.	M.A. +12	
1	\$ 37,700	\$ 38,695	\$ 39,690	\$ 40,685	\$ 41,680	
2	\$ 38,690	\$ 39,685	\$ 40,680	\$ 41,675	\$ 42,670	
3	\$ 39,680	\$ 40,675	\$ 41,670	\$ 42,665	\$ 43,660	
4	\$ 40,670	\$ 41,665	\$ 42,660	\$ 43,655	\$ 44,650	
5	\$ 41,660	\$ 42,655	\$ 43,650	\$ 44,645	\$ 45,640	
6	\$ 42,650	\$ 43,645	\$ 44,640	\$ 45,635	\$ 46,630	
7	\$ 43,640	\$ 44,635	\$ 45,630	\$ 46,625	\$ 47,620	
8	\$ 44,630	\$ 45,625	\$ 46,620	\$ 47,615	\$ 48,610	
9	\$ 45,620	\$ 46,615	\$ 47,610	\$ 48,605	\$ 49,600	
10	\$ 46,610	\$ 47,605	\$ 48,600	\$ 49,595	\$ 50,590	
11	\$ 47,600	\$ 48,595	\$ 49,590	\$ 50,585	\$ 51,580	
12	\$ 48,590	\$ 49,585	\$ 50,580	\$ 51,575	\$ 52,570	
13	\$ 49,580	\$ 50,575	\$ 51,570	\$ 52,565	\$ 53,560	
14	\$ 50,570	\$ 51,565	\$ 52,560	\$ 53,555	\$ 54,550	
15	\$ 51,560	\$ 52,555	\$ 53,550	\$ 54,545	\$ 55,540	
16	\$ 52,550	\$ 53,545	\$ 54,540	\$ 55,535	\$ 56,530	
17	\$ 53,540	\$ 54,535	\$ 55,530	\$ 56,525	\$ 57,520	
18	\$ 54,530	\$ 55,525	\$ 56,520	\$ 57,515	\$ 58,510	
19	\$ 55,520	\$ 56,515	\$ 57,510	\$ 58,505	\$ 59,500	
20	\$ 56,510	\$ 57,505	\$ 58,500	\$ 59,495	\$ 60,490	
21	\$ 57,500	\$ 58,495	\$ 59,490	\$ 60,485	\$ 61,480	
22	\$ 58,490	\$ 59,485	\$ 60,480	\$ 61,475	\$ 62,470	
23	\$ 59,480	\$ 60,475	\$ 61,470	\$ 62,465	\$ 63,460	
24	\$ 60,470	\$ 61,465	\$ 62,460	\$ 63,455	\$ 64,450	

## Compensation for Extra Duty

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.

Number of Steps	Activity	Step 1 Percent	Dollar Amount	Step 2 Percent	Dollar Amount	Step 3 Percent	Dollar Amount
3	HS Volleyball	8.0%	\$ 2,794.00	9.0%	\$ 3,143.25	10.0%	\$ 3,492.50
3	JH Volleyball	4.0%	\$ 1,397.00	4.5%	\$ 1,571.63	5.0%	\$ 1,746.25
3	HS Basketball	10.0%	\$ 3,492.50	11.0%	\$ 3,841.75	12.0%	\$ 4,191.00
3	JH Basketball	4.0%	\$ 1,397.00	5.0%	\$ 1,746.25	6.0%	\$ 2,095.50
3	HS Track	7.0%	\$ 2,444.75	8.0%	\$ 2,794.00	9.0%	\$ 3,143.25
3	JH Track	4.0%	\$ 1,397.00	4.5%	\$ 1,571.63	5.0%	\$ 1,746.25
3	Inst. Music	7.0%	\$ 2,444.75	8.0%	\$ 2,794.00	9.0%	\$ 3,143.25
3	Vocal Music	7.0%	\$ 2,444.75	8.0%	\$ 2,794.00	9.0%	\$ 3,143.25
3	Speech	4.0%	\$ 1,397.00	4.5%	\$ 1,571.63	5.0%	\$ 1,746.25
3	Yearbook	4.0%	\$ 1,397.00	4.5%	\$ 1,571.63	5.0%	\$ 1,746.25
3	St Council	3.0%	\$ 1,047.75	4.0%	\$ 1,397.00	5.0%	\$ 1,746.25
3	Curriculum	5.0%	\$ 1,746.25	6.0%	\$ 2,095.50	7.0%	\$ 2,444.75
3	Cross Country	4.0%	\$ 1,397.00	5.0%	\$ 1,746.25	6.0%	\$ 2,095.50
1	Activities Director	10.0%	\$ 3,492.50		\$ -		\$ -
3	NHS	3.0%	\$ 1,047.75	4.0%	\$ 1,397.00	5.0%	\$ 1,746.25
1	Musical	3.5%	\$ 1,222.38				
1	School Play	3.5%	\$ 1,222.38		**\$500 Added		
1	Cheerleading	2.0%	\$ 698.50				
1	Jr. Class Sponsor	2.0%	\$ 698.50				
1	Assigned Events				\$20 Per Event		

## Group Insurance Benefits

Documents detailing the plan design and enrollment period will be provided to all eligible employees at least **30** days 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 school business official***.

The school will pay \$6400.00 per year towards the premiums of the school's group health insurance plans. Any difference between the \$6400.00 and the actual cost for the employees's insurance may be applied towards the premium for the family health or taken as a monthly cash payment. Part-time employees will have an equal (proportionate to contract) amount paid for their premiums.

Employees who decline health coverage must supply proof of alternative coverage.

## 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 IPERS website at [www.ipers.org/index.html](http://www.ipers.org/index.html).

## Travel Compensation – Outside the District

Employees traveling on behalf of the district and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses 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 by employees, other than the superintendent, is approved by the superintendent.

Reimbursement for actual and necessary expenses will be allowed for travel outside the school district 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 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.

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.

## **EMPLOYEE RELATIONS**

### **Background Checks**

Employees are subject to criminal, dependent adult abuse and child abuse background checks 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, up to and including termination.

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

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 Orientation**

Employees must know their roles and duties. New employees will participate in an orientation program. The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. Payroll procedures and employee benefit programs and accompanying forms will be explained to the employee by the school business official.

### **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 or non-confidential records such as an employee's salary, an employee's

individual contract, or if the employee resigned in lieu of termination and the documented reasons why, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Employees may have access to their personnel files, with the exception of letters of reference, and copy items from their personnel files at a time mutually agreed upon between the superintendent of schools and the employee. The school district may charge a reasonable fee for each copy made.

## **Employee Searches**

Employees should have no expectation of privacy in their classrooms, desks, computers or other 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. If the school district conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or 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 competences is an ongoing process supervised by the building principals and conducted by approved evaluators, if required by law. 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.

## 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**

*Within 5 days after the alleged misinterpretation or misapplication of the handbook, an employee with a complaint shall privately discuss the complaint with their immediate supervisor and attempt to find a resolution. The immediate supervisor will respond within 5 days.*

### **Step Two**

*If the complaint is not resolved at Step One, the employee alleging the complaint may submit a formal complaint with the immediate supervisor. The formal complaint must be submitted to the immediate supervisor within 5 days after the receipt of the immediate supervisor's Level One response.*

*The formal complaint must contain a clear and concise 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.*

*The immediate supervisor will provide a written answer to the formal complaint within 5 days.*

### **Step Three**

*If the complaint is not resolved at Step Two, the employee alleging the complaint shall submit the formal complaint to the superintendent within 5 days. The superintendent will provide a written answer to the formal complaint within 5 days. The superintendent's decision will be final.*

### **Step Four**

*If the complaint is not resolved at Step Three, the employee alleging the complaint shall submit the formal complaint to the school board within 5 days. The Board will provide a written answer to the formal complaint within 10 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 **72 hours**. 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.

The employment of more than one individual in a family is on the basis of their qualifications, credentials and records.

## 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.

## Public Complaints about an Employee

The board recognizes situations may arise in the operation of the school district which are of concern to parents, employees, students and other members of the school district community. Public complaints about an employee shall be addressed as detailed in 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, [www.teachiowa.gov/](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 employ 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.

## **Voluntary Transfer**

Upon knowledge of vacancies, the superintendent shall post a list of vacancies that occur during the school year and for the following school year. Such notice will be posted for at least 5 days to allow an employee who has not previously filed a written statement of a desire for transfer to request a voluntary transfer to said vacancy.

An employee who desires a change in grade or subject assignment may file a written statement of such desire with the superintendent. Such statement shall include the grade and/or subject to which the employee desires to be assigned. Requests for transfer must be made each school year.

In the processing of requests the wishes of the individual employee shall be honored to the extent that the transfer does not prevent meeting the instructional or educational requirements of the district.

If more than one employee with appropriate certification, training and evaluation to meet the educational requirements of the school system has applied for the same position, and these

considerations are substantially equal, the determination as to which employee shall be transferred shall be made on the basis of seniority.

Notice of the denial of a voluntary transfer request shall be delivered to the employee upon the making of the decision and shall include a specific statement of the reason(s) for the denial.

**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 **60** 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**

Work Day procedures are used to ensure that students will begin and end their day at a consistent time. Parents rely on consistent school work day procedures when preparing their family schedules.

The Work Day at ***Paton- Churdan*** is from ***7:50-3:50***

# DISTRICT PROCEDURES AND GUIDELINES

## Business Office Procedures

All purchase requests should be routed through the central office. All purchase requests should be accompanied by a purchase order, which can be obtained in the central office. The purchase order should be completely filled out and turned in to the building principal. Upon his approval, the request will go to the superintendent. If the purchase is approved, a copy of the purchase order will be returned to the requestor. Depending upon the circumstance, the items will either be ordered by the office or by the requestor upon direction of the business office.

## Child Labor

The district complies with both state and federal child labor laws. Under Iowa Child Labor laws, Iowa Code Chapter 92, minors under the age of 18 are prohibited from working in certain occupations, performing certain duties and from using certain equipment. For more information on federal child labor laws, contact the U.S. Department of Labor, Wage and Hour Division, in Des Moines at (515) 284-4625 or visit [www.iowadivisionoflabor.gov/child-labor](http://www.iowadivisionoflabor.gov/child-labor).

## Committees

All certified staff may be requested to serve on district level committees. The goal of these committees is to address certain needs within the building and supply a voice to all employees. Membership is not required.

## 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.”

## 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 company 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 may 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.

If the form of honor deemed appropriate by the administration and employees involves unusual expense to the school district, the superintendent will seek prior approval from the board.

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

Materials created by employees and/or the financial gain therefrom 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 *the building principal or superintendent*.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, are made to **the building principal**. Approval of **the superintendent** must 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.

## **Booster Club/Community organization/grant requests**

Any request of the Booster Club or any other community organization must have the approval of the superintendent.

## **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 [www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/religious-holiday-celebrations-public-schools](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 priced meals. Employees cannot charge a student fee for anything without prior consent of the superintendent.

## **School Nutrition Program**

The district operates a school nutrition program. Employees may purchase meals and other items, including milk. Lunch money is to be paid in the central office. Any negative balance should be taken care of at the end of each semester.

## **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. All faculty members must be available for one extended faculty meeting per week as determined by the administration.

## Teacher Leadership and Compensation

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

- Attract able 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 come with increased leadership responsibilities and involve increased compensation.
- Improve student achievement by strengthening instruction.

Source: [Teacher Leadership and Compensation System](#), Iowa Department of Education.

A copy of the district's TLC plan is available in the central office:

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## **CONDUCT IN THE WORKPLACE**

### **Employee Use of Cellphones**

School district and personal phones and message devices are to be used appropriately at times that do not conflict with the employees' duties. All personal calls should be made during sanctioned breaks. District telephones are only for official school business. Failure to follow this guideline will result in disciplinary action, up to and including termination.

### **Fighting**

Any verbal or physical altercations between or among employees or others will not be tolerated and may subject the employee(s) to disciplinary action, up to and including termination.

### **Fraud/Unlawful Gain**

Any deliberate deception which secures an employee unfair or unlawful gain will be grounds for discipline and may be turned over to law enforcement. The school district will also file a complaint with the Iowa Board of Educational Examiners' as a violation of the employee's Code of Ethics and the district will also petition for license revocation.

### **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.

### **Offensive or Abusive Language**

Threatening, intimidating, or using abusive and profane language by school district employees towards others, including derogatory slurs, will not be tolerated. Violation will incur discipline, up to and including termination.

### **Performing Unauthorized Work While on Duty**

All district employees are prohibited from performing unauthorized work while on duty. Doing so could result in discipline, up to and including termination.

### **Use of School Facilities and Equipment**

The district attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient and effective manner possible. While employees are encouraged to use these items, it is important to understand that they are school district property only to be used for conducting school district business.

## Use of Time

An employee is responsible for the time on the job which he/she is assigned. Each employee must develop work habits and systems to eliminate back-tracking or poor usage of time. This requires initiative and planning on the employee's part. Do not allow students, teachers, fellow workers or others to interrupt your work with lengthy conversations; simply excuse yourself and say you have work to do.

Actions such as the following are strictly prohibited by employees and will result in discipline, up to and including termination: loafing, loitering, sleeping, engaging in unauthorized personal business or prolonged visiting while on duty.

## Standard Operating Procedures

### \*Sub Folder Requirements

All teachers are required to keep a current up to date sub folder in the office with Ann. Individual lesson plans can be added the day of the absence if needed and these can be emailed or faxed to her on an individual basis. All folders should include class rosters, seating arrangements, classroom procedures and rules, lesson plans, and activities for the sub to do that day. It should also include a means for the substitute to communicate with the classroom teacher after the day has finished. Please make sure all ms/hs teachers have a copy of their cell phone policy in their sub folder.

### \*Homework/Make-Up Assignments

If you feel as if you must give homework, it is important that relevant homework is given for the purpose of necessary practice, or review, not just for the sake of giving homework. Homework should never include NEW learning. Also, please remember that homework should never take longer than 20 minutes per class.

Students who are absent should be required to do some work as equivalent or in lieu of the regular schoolwork. Failure on your part to assign extra work only encourages additional absences. **TEACHERS SHOULD HAVE A PLAN FOR MAKE-UP ASSIGNMENTS AS PART OF REGULAR LESSON PLANNING.** Make-up work is an important responsibility of the teacher as well as the student. If there is no assignment of make-up work by the teacher, there will be no make-up work done by the student.

### \*Vehicle Check out

School vehicles must be checked out through Jake Smith at least two days prior to using a school vehicle. It is your responsibility to make sure the vehicle is clean after use and that the miles are logged.

### \*Routing Slips

The master calendar for all events is done through Google Calendar. ALL events that are not part of a regular school day should be added to the master calendar. To add an event or activity to the calendar you must first have it approved by the principal. After approval, please fill out a routing slip with details of the even and transportation needs if any.

\*Care of Classrooms

The custodians are responsible for cleaning the floor and it is your responsibility to keep your desk and tables clean and in an orderly state. WE MUST ALL TAKE PRIDE IN PATON-CHURDAN FACILITIES. We want parents, students, and community members to feel at home in our rooms so please work to minimize clutter in your room. Please make sure all bulletin boards are covered and up to date. This includes bulletin boards that are in the hallway area. No items will be hung in the hallway other than those on the provided tack strips.

**You can be of great help in the ongoing care of the building:**

1. Make sure all windows are closed and latched at the end of the school day. Lock your classroom door.
2. Seats should be in order to make sweeping easy. If you have an unusual seating arrangement, discuss this with the janitor and they will cooperate if possible.
3. Place waste in baskets provided (or in paper recycle box) and demand that the students do likewise. If you have things on any whiteboard surfaces you want saved, indicate so!
4. Keep all technology equipment on carts. Never leave such equipment, books, etc. on the floor, window ledge, etc.
5. **Make sure all scented warmers, lamps, lights, etc. are turned off when you leave for the night.**
6. One Mini-fridge will be allowed within your room, it is your responsibility to make sure it is in working order and it is your responsibility to keep it cleaned throughout the year!

\*ReSale

Mrs. Smith must first approve any artwork for team shirts and get exact prices from the company (for all sizes-2XLs are usually more). Always add 10% to each item for shipping & round off the amount to the next highest dollar. Please then create an "order form" for the items & have the kids fill it out and remember that ALL money MUST be collected by the office—NEVER collect/hold money—you don't want that responsibility! Inform Ann that the kids will be bringing money in & what it is for. Once all orders are turned into the office, verify that the total amount collected will cover the amount due to the company then fill out a purchase order with total, Mrs. Smith must sign. Finally, submit order to company. We do not use clothing resale for fundraising purposes other than our one time a year order.

\*Activity Fund Accounting

If you are the sponsor of an organization, which generates funds, you are required to see that they are properly accounted for and turned in at the school office. All funds will be receipted by the office and credited to the proper activity account. Money should not be kept overnight in pockets, cabinets, drawers, desks, etc. A monthly statement of activity fund balance is always available and groups and sponsors may check their fund balance any time at the office. It is the sponsor's responsibility to see that the fund is maintained in the black. Order only if there is money in the account!

\*PC Media Expectations and Outlets

It is the desire of the administration to keep the patrons of the school district informed regularly regarding both curricular and extra-curricular school activities. If you have items for publication, please report these and remember that everything that happens is news to someone. News items should be turned in to the office. All teachers will be required to write one newsletter article per semester.

## **EMPLOYEE STANDARDS OF CONDUCT**

### **Academic Freedom**

The district's curriculum leaves room for teacher discretion and academic freedom within the confines of acceptable materials as outlined in each curriculum. Teachers are expected to use good judgment in their pedagogy and consider the culture and climate of the school and community and age of the students, as they individualize curriculum and provide a learning environment and assignments for their students.

### **Dress and Grooming**

All employees are required to dress in a professional and appropriate manner. Any clothing which could be deemed unsafe could result in disciplinary action. Clothing deemed inappropriate will be discussed with the employee. Tank tops, tube tops, short shorts and halter tops are not considered professional attire. Questions about appropriate attire should be addressed to the building principal. Also, as role models for students, all staff members are expected to not only dress appropriately, but to practice exemplary hygiene.

### **Employee Outside Employment**

The board believes that the primary responsibility of employees is to the duties of their position within the school district. 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 of 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.

Employees may request a leave of absence to run for public office. That provision is detailed in the "Leaves and Absences" section of this handbook.

## **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 and recommended reading for classified employees as well. For a copy of the ethics code, please visit [www.boee.iowa.gov/doc/ethHndot.pdf](http://www.boee.iowa.gov/doc/ethHndot.pdf).

## **Failure 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. Failure to meet the required deadlines may result in disciplinary action.

## **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 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.

## **Relationships with Co-Workers**

School district employees are encouraged to create an environment where co-workers' collaboration and cooperation add to the overall functioning of the district and fulfillment of individual job responsibilities. All employees must have a respectful attitude toward their job and co-workers, and they should not allow students, teachers, fellow workers or others to interrupt or demean their work.

## **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, including photographic images, about the school district, its employees, students, agents or others on any external web site without consent of the superintendent. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external websites. Employees shall not use the school district logos, images, iconography, etc. on external websites. Employees 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 the superintendent for approval. Once approved by the superintendent, the employee must work with the technology coordinator establishing and maintaining the site.

The Paton-Churdan Board of Education would recommend that all staff members use caution on who they allow access to any social media contacts. They would highly discourage the "friending" of current students.

## **Theft**

All thefts should be reported immediately to a principal or supervisor. Any employee found to be involved in theft of the district's or another person's property will result in appropriate discipline, up to and including termination.

## **Treatment of Patrons of the District**

Patrons of the district are to be treated with respect on school grounds and at school events. Employees should be courteous at all times, and report to district administration any mistreatment by district patrons.

## **Volunteers**

The board recognizes the valuable resources it has in the members of the Paton & Churdan communities. When possible and in concert with the education program, members of the school district community may be asked to make presentations to the students or to assist employees in duties other than teaching. The school district may officially recognize the contributions made by volunteers.

## **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, including sexual behavior, by employees will not be tolerated. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

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.

### **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, the local law enforcement agency will also 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.

## **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, located at [www.educateiowa.gov/pk-12/learner-supports/timeout-seclusion-restraint](http://www.educateiowa.gov/pk-12/learner-supports/timeout-seclusion-restraint).

## **Field Trips**

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip, unless an appropriate reason prohibits attendance. The field trip must be approved by the building principal 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 [www.idea.ed.gov/](http://www.idea.ed.gov/). Additionally, employees are expected to follow school district procedures for identifying students who need additional assistance and meet the needs of identified students.

## **Parent/Teacher Conferences**

Parent teacher conference will be held twice a year. All certified personnel are expected to be present.

## 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, please visit the Board of Educational Examiners website located at [www.boee.iowa.gov/doc/ethHndot.pdf](http://www.boee.iowa.gov/doc/ethHndot.pdf).

## Student Funds and Fundraising

Student fundraising for school activities may occur upon approval of the principal prior to the fundraising event or the start of a fundraising campaign and with an employee overseeing the fundraising. 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.

Any person or entity acting on behalf of the district and wishing to conduct an online fundraising campaign for the benefit of the district shall begin the process by seeking prior approval from the superintendent. Money or items raised by an online fundraising campaign will be the property of the district only upon acceptance by the board, and will be used only in accordance with the terms for which they were given, as agreed to by the board

## 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 central office 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 to the superintendent

## 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 **90** 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 **superintendent or the superintendent's designee** (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 superintendent or the superintendent's designee 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

## **Bloodborne Pathogens**

Annually, all employees will be given the opportunity to take the bloodborne pathogens training and will be required to take the training. This training is provided through the AEA online education system free of charge.

## **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 a major district concern. 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.

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

It is the responsibility of the employee injured on the job to inform either the superintendent of building principal within twenty-four hours of the occurrence. It is the responsibility of the employee’s immediate supervisor to file an accident report within twenty-four hours after the employee reported the injury.

## **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

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.

## **Hazardous Chemical Disclosure**

Each employee will annually review information about hazardous substances in the workplace. When a new employee is hired or transferred to a new position or work site, the information and training, if necessary, is included in the employee's orientation. When an additional hazardous substance enters the workplace, information about it is distributed to all employees, and training is conducted for the appropriate employees. The superintendent will maintain a file indicating which hazardous substances are present in the workplace and when training and information sessions take place.

## **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 Smoke free 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 (vacations and personal days) do not require a call when absent or when returning to work, unless outside the scheduled time off. If an employee is absent for **10** consecutive workdays, without proper notification and authorization, the employee shall be considered to have abandoned his or her position and may be terminated. Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action. Failure to report promptly at the starting time or leaving before the scheduled quitting time or failure to timely notify the proper supervisor of impending absence or tardiness, prior to designated starting time, is reason for disciplinary action even if the employee has not yet exhausted available paid leave.

### Bereavement Leave

The district understands that employees may need time off to mourn the loss of a family member or close friend. Up to six days of bereavement leave (**non consecutive?**) shall be allowed as necessary for each employee upon the death of the employees spouse, child, parent, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law or grandchild. Up to two days shall be allowed for each employee upon the death of the employee's grandparent, sister-in-law, brother-in-law, aunt, uncle, niece, nephew, spouses grandparent, aunt, uncle, niece, or nephew. One day leave shall be allowed as necessary for each employee upon the death of a relative not listed or a close friend.

### Employee Holidays and Personal Leave

The employee holidays for the **2018-2019 school year** are as follows:

Labor Day  
Thanksgiving Day  
Christmas Day  
New Years' Day  
Memorial Day

Employees shall receive 2 personal leave days per school year in their first two years of employment and 3 days thereafter. All personal leave requests must be submitted to the

building principal at least 2 days in advance. The 2 days may be waived citing extenuating circumstance. All personal leave requests must receive approval. Personal leave will normally not be granted immediately prior to or following scheduled breaks. The number of requests or the lack of qualified substitutes shall be the only concern of the administration in allowing or not allowing the leave. Employees will receive a stipend of \$ 100 for each day of unused leave.

## **Employee Vacation**

Vacation may be available for those employees who work 12 months a year or as included in an individual contract.

## **Family and Medical Leave**

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) visit the "Family and Medical Leave Act" section of the United States Department of Labor's website, at [www.dol.gov/whd/fmla/](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 either the superintendent or building principal 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. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours.

## **Military Service Leave**

The board recognizes employees may be called to participate in the armed forces, including the National Guard. If an employee is called to serve in the armed forces, the employee will have a leave of absence for military service until the military service is completed.

The leave is without loss of status or efficiency rating and without loss of pay during the first thirty calendar days of the leave.

## **Personal Illness Leave**

Personal illness leave ensures that employees can take care of health needs. The district's personal illness leave procedures are as follows:

Sick leave will be granted to the employee at the following rate:  
10 days for the first year of employment, adding one day each year of employment thereafter until reaching a maximum of 120 days. A doctor slip may be required for absences of 3 days or longer.

## **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 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.

## **SAFETY AND SECURITY**

### **Asbestos Notification**

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

### **Building Security**

The district is committed to maintaining a safe and secure learning environment for students and staff. In order to accomplish this, it is the responsibility of all employees to do their part in creating this safe and secure environment. Employees should contact the superintendent to report any security/safety hazard(s) or condition(s) they identify.

### **Drills and Evacuations**

Periodically the school holds emergency fire, tornado, and security drills. At the beginning of each school year teachers must notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas must be posted in all rooms. When drills are staged, every staff member and student must follow proper procedures.

## Emergency Closings, Inclement Weather and Other Interruptions

When the superintendent decides the weather threatens the safety of students and employees, he/she will notify all regional television and local radio stations to broadcast a school closing announcement. Stakeholders also have the option to sign up for notification by text message. School personnel are NOT expected to report to duty on weather cancellation days. If school is dismissed due to weather, staff are allowed to leave 5 minutes after buses have departed.

## Threats of Violence

All threats of violence - whether oral, written or symbolic - against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Employees engaging in threatening behavior will face disciplinary consequences up to and including termination.

## Visitors/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-g  
rounds-january-2013-school-leader](https://www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/firearms-school-g<br/>rounds-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. Failure of the licensed employee to pay these expenses when required may result in the district filing a cause of action in small claims court against the employee.

### 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.

*When a reduction is deemed necessary, the district shall first attempt to accomplish the necessary reduction by normal attrition. If further reductions are needed, the superintendent will identify designated groups for further evaluation.*

*Employees within the designated groups will be evaluated. Probationary teachers deemed necessary to maintain a program or teach a subject area should be identified and may not be considered for reduction. Otherwise, probationary employees will be discharged first.*

*If further reductions are needed, the superintendent shall consider the following criteria in making the recommendations:*

- *Endorsements and educational preparation within the grade level and subject areas in which the employee is now performing*
- *Relative skills, ability and demonstrated performance*

- *Number of continuous years of service to the school district. This will be considered only when the foregoing factors are relatively equal between employees.*

## Retirement

Employees who will complete their current contract with the board may apply for retirement. No employee will be required to retire at a specific age.

Application for retirement will be considered made when the employee states in writing to the superintendent, no later than the date set by the board for the return of the employee's contract to the board, the intent of the employee to retire. The letter must state the employee's desire to retire and be witnessed by another party other than the principal or the superintendent. Applications made after the date set by the board for the return of the employee's contract to the board may be considered by the board if special circumstances exist. It is within the discretion of the board to determine whether special circumstances exist.

Board action to approve an employee's application for retirement is final and such action constitutes nonrenewal of the employee's contract for the next school year.

### Early Retirement Option:

#### PURPOSE:

The purpose of this Voluntary Early Retirement policy is to promote economy, efficiency and to enhance benefits in the school district by providing an orderly means whereby employees may, without hardship or prejudice, be replaced, and to provide a means of orderly attrition of employees. Provide an early retirement system which will reduce excessive personnel turnover and offer suitable attraction to high grade people to accept employment from the Employer.

The Board has complete discretion to offer or not offer an early retirement plan for employees. The board may discontinue the school district's early retirement plan at any time.

#### I. Eligibility for early retirement benefits:

- Available to all half time or more employees who will reach age 55, on or before July 1<sup>st</sup> the year of the retirement request.
- Recipients shall have completed a total of 15 years of service to the District.
- Applicants shall submit a written resignation, resigning from their existing contract. Applicant for retirement must also apply and show evidence of application for allowance of retirement funding under IPERS. The resignation will be contingent upon approval by the Board for participation in the voluntary early retirement program.
- Applicants may submit their application for the retirement program between July 1<sup>st</sup>, 8:00 a.m. through April 1<sup>st</sup> 4:00 p.m. during their last current school year of employment. Applicant must deliver the application to the Superintendent's office.
- The Board will determine the maximum number of employees who may receive benefits for the year.
- Voluntary early retirement benefits shall not be granted to any employee who is discharged for cause by the district, received notice of staff reduction, or notice of

termination prior to submitting the request for acceptance of resignation, nor be on extended unpaid leave or professional leave of absence.

- G. Employees are advised to seek independent advice with regard to legal, tax or financial consequences associated with any action taken by them under this policy.
- H. The District will not discriminate against any employee on the basis of age, gender, race, color, creed, religion, national origin, or disability through the application or administration of this policy.

## **II. Voluntary early retirement benefits:**

- A. Benefits for certified staff will be figured on the base pay of the employee and will not include any extra duty pay, career increment pay or Teacher Salary Supplement pay.
- B. Benefits for classified staff will be figured on the base contractual pay and will not include overtime or any other type of pay.
- C. The early retirement incentive plan for certified staff is either a cash payment in the amount of 50% of the employee's current year's salary up to a maximum of \$35,000 or that same amount applied to the cost of a single insurance premium until exhausted. This benefit will be prorated to their current FTE. The early retirement incentive plan for classified staff is a cash payment in the amount of 50% of the employee's current year's salary up to a maximum of \$35,000 total and will be prorated based upon their FTE. An employee that elects to participate in this program will become a retired employee and will be entitled to all rights and privileges of such a retiree under applicable law and policies of the District.

- D. The retiree will be eligible to continue participation in the district's group basic

health and life insurance plan, including AD&D, and supplemental life insurance plan at his/her own expense as long as it is permitted by the insurer. The coverage will be limited to the basic and supplemental life insurance amounts that the retiree has in effect at the time of retirement.

## **III. Payment of Benefits:**

- A. The cash benefit shall be paid in one lump sum, quarterly or up to twelve monthly installments as determined by the employee. Payments will not begin until the month of July following the last year of employment and the entire balance must be paid by the following June. In the event of death, the unpaid balance will be paid to the employee's estate.

## Appendix

### Acknowledgement of Receipt

I acknowledge that I have received or can access a copy of the Paton-Churdan Employee Handbook. 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 the Superintendent with any questions I have about the contents of the employee handbook or any questions that I feel were 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 does not intend to 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**