

East Mills Community School District

Classified Employee Handbook



Revised **August 2018**

Equal Opportunity/Affirmative Action Statement

East Mills Community School District is an equal employment opportunity and affirmative action employer. The District does not discriminate on the basis of race, color, creed, sex, national origin, religion, age or disabilities in its educational programs, services or employment practices. Inquiries concerning application of this statement, including grievance procedures should be addressed to Affirmative Action Coordinator, Kelly Sutherland, Elementary Principal, East Mills Community School District, 58962 380th Street, Hastings, Iowa 51540. Contact can also be made by telephone to 712-624-8700.

Introduction

This handbook has been developed to assist us in clarifying some issues that arise from time to time. Every effort has been made to include the most accurate representation of current practices as possible.

Our goal is to assist all classified staff members in understanding various rights and responsibilities. The information has been assembled by the Superintendent in reference to Board Policy and past practices.

Classified employees are employees who are not administrators or employees in positions that require an Iowa Department of Education teaching license and who are employed to fulfill the duties listed on their job description on a yearly, monthly, or hourly basis. Classified employees shall include but not be limited to teacher associates, custodial and maintenance employees, clerical employees, food service employees, transportation employees, and temporary help for the summer. The position may be full-time or part-time. The East Mills Community School District Board policies offer additional references to classified employees and a copy is available on the District website.

The work you do for our school district contributes a great deal to the educational process and too often that work goes unrecognized. Please know that you are appreciated and considered a valuable part of the educational community.

Activity Workers:

All classified employees will be asked to work one ticket taking event each year with no additional compensation. If an employee is asked to work at additional activities as a ticket taker or in some other official capacity they will be paid \$25 per event. The pay must go through the normal payroll process and will be included in the employee's monthly paycheck.

Admission to School Events:

All school employees and their spouse or guest are provided with complementary free admission to school events. This includes athletic events, plays, concerts, etc. except state sponsored events.

Assignment of Duties, Work Schedule, and Hours:

The assignment of duties, days to be worked, and hours will be made by the employee's supervisor, building principal, or superintendent. Custodial/Maintenance employees will report directly to the Director of Maintenance. Transportation employees will report directly to the Director of Transportation. Food Service employees will report directly to the Food Service Director. Teacher Associates will report directly to the Teacher to whom they are assigned but the Building Principal will supervise and be responsible for all employees who work in the building. Any other employees who work in a building will report to the Principal. Any district-wide employees who don't work in a specific building will report to the Superintendent.

Chain of Command:

Smooth operation of the school requires all employees to follow the chain of command when they have questions, concerns, or issues. Chain of command requires that you start with your immediate supervisor and work through the chain of command. The normal progression would be: your immediate supervisor (could be a Teacher, a Supervisor, or anyone else in the chain of command) – Building Principal – Superintendent – and finally the School Board. Skipping steps in this process causes problems and therefore you are asked to follow the chain of command that is appropriate for your position. If you have questions about that please ask.

Letters of Assignment:

Letters of Assignment are issued to all regular employees. The classified employee work year runs from July 1st to June 30th of the following year. Days actually worked will vary with the assignment and will be communicated to each employee by their immediate supervisor. Letters of Assignment are issued after the teacher negotiations process has concluded. Letters of Assignment indicate that 30 days notice is required by the employer or the employee to terminate the employment agreement. The need for some positions, especially associates, could change as students move in or out or as other factors change.

Dismissal:

The Superintendent of Schools or his/her designee has the authority to dismiss any classified employee. The employee shall have the right to a hearing before the Board, should he/she so desire.

Employee Evaluation:

Evaluation of classified employees on their skills, abilities, and competence shall be an ongoing process initiated by the immediate supervisor and supervised by the Superintendent. The goals of the formal evaluation of classified employees shall be:

- To maintain classified employees who meet or exceed the Board's standards of performance
- To clarify each classified employee's role
- To ascertain the areas in need of improvement
- To clarify the immediate priorities of the Board
- To develop a working relationship between the supervisor, administrators and other employees.

Classified employees are evaluated each spring. The immediate supervisor shall review the evaluation with the employee.

Grievance Procedure:

Any school employee may register a grievance or complaint for the purpose of resolving any alleged unfair treatment or discrimination. This process should start with the immediate supervisor and work its way through the chain of command as appropriate.

Full/Part-Time Employees:

Any employee who works 32 hours per week or more is considered a full-time employee. An employee that works less than 32 hours per week is considered a part-time employee.

Group Insurance Benefits:

Health - Full time supervisors, Secretaries and Custodians are offered coverage on the High HSA health plan, cost for single coverage is paid at 100%, this plan includes an HSA contribution by the district. Shared Supervisors and all Administrators are offered coverage on the High HSA plan, cost for single coverage plus dependents is paid at 100%, this plan includes an HSA contribution by the district. Supervisors are offered coverage on the High HSA plan, cost for single coverage is paid at 100%, this plan includes an HSA contribution by the district. All other Support Staff meeting the 130 hour requirement are offered coverage on the Low HSA health plan, the payroll deduction for single coverage is based on the health care reform affordability factor, there is no HSA contribution connected to this plan.

Long Term Disability – All classified employees who work 20 or more hours per week will be covered by a policy that is fully paid by the district.

Accidental Death and Dismemberment - All classified employees who work 20 or more hours per week will be covered by a policy which is fully paid by the district.

\$10,000 Life Insurance Policy - All classified employees who work 20 or more hours per week will be covered by a policy which is fully paid by the district.

Tax Sheltered Annuity – All employees are eligible to participate in a TSA program at their own expense.

Holidays:

All classified employees receive holiday pay. Classified employees shall indicate holiday pay on their time sheets in the month the holiday falls. The following holidays shall be recognized by the Board for all classified staff. These holidays shall generally be considered vacation days and will be paid.

Labor Day	New Year's Day
Thanksgiving Day	
Christmas Day	

Building Secretaries:

Labor Day	New Year's Day
Thanksgiving Day	Memorial Day
Christmas Day	

Full-time Custodians and Supervisors:

Labor Day	New Year's Day
Thanksgiving Day	Memorial Day
Christmas Day	4 th of July

Job Description:

The District has a job description on file for each position. If you would like a copy of your job description contact your immediate supervisor and they can have one sent to you by the Superintendent's Office. These job descriptions should be kept current, so if you see changes that need to be made provide those changes in writing to the Superintendent's Office.

Leaves Available to Classified Employees:

To take leave, an employee must fill out a leave request form on-line, indicating the applicable leave and the date of the absence. That form must be signed by the immediate supervisor and forwarded to the Superintendent's Office. Please provide a description of the leave on the form.

Emergency Leave - Up to four (4) days of Emergency Leave per year is allowed for each classified employee. These four days will be deducted from the employees total sick leave days. Emergency leave days can be used for Family Illness and Bereavement. More than four days of sick leave may be used for Emergency Leave if approved by the Superintendent. This approval will be on a case by case basis.

Family and Medical Leave - Employees of the district are entitled to unpaid family and medical leave to the same extent and subject to the same terms and conditions as set forth in the Family and Medical Leave Act of 1993. (This inclusion shall in no way reduce or adversely impact any other provisions of the leave policy).

Jury Duty - The Board will allow classified employees to be excused for jury duty unless extraordinary circumstances exist. The Superintendent has the discretion to determine when extraordinary circumstances exist. Jury duty leave may be paid or unpaid. If jury duty is paid leave, the employee must pay the school district the money he/she received for being on the jury. Classified employees will receive their regular salary. When the classified employee is dismissed from jury duty, the employee shall report to their supervisor. The employee shall be required to perform the employee's duties remaining to be completed that day.

Military Service Leave - The Board recognizes classified employees may be called to participate in the armed forces, including the National Guard. If a classified employee is called to serve in the armed forces, the employee shall have a leave of absence for military service until the military service is completed. The leave shall be without loss of status or efficiency rating, and without loss of pay during the first thirty calendar days of the leave.

Personal Leave - At the beginning of the school year, each classified employee shall be granted two (2) days of leave without loss of pay to be used for the employee's personal business. A day is defined to be the employee's normal working day. For example, if you normally work 4 hours per day, one personal day of 4 hours is intended. An employee planning to use a leave day shall notify his/her supervisor three (3) days in advance except in cases of emergency. Leave is subject to supervisor and superintendent approval. No personal leave day will be allowed the work day immediately preceding or immediately following any holiday, paid vacation, school recess, during the first or last weeks of the school year, except in cases of emergency. Should an emergency arise during the above days, permission is to be obtained from the employee's immediate supervisor. Personal leave days shall not accumulate.

Professional Leave - Professional leave may be granted to classified employees for the purpose of attending meetings and conferences directly related to their assignments. Application for the leave must be presented to the Superintendent one week prior to the meeting or conference. It shall be within the discretion of the Superintendent to grant professional leave. The leave may be denied on the day before or after a vacation or holiday, on special days when services are needed, when it would cause undue interruption of the education program and school district operation, or for other reasons deemed relevant by the Superintendent.

Sick Leave - Sick leave applies as follows:

- 1st year 10 days
- 2nd year 11 days
- 3rd year 12 days
- 4th year 13 days
- 5th year 14 days
- Subsequent years 15 days

Unused sick leave is cumulative to a maximum of 90 days. When an employee is absent from work as a result of a job-related injury or illness covered by workman's compensation, the employee may invoke one of the following alternatives:

1. The employee may draw workman's compensation with no supplemental pay from the Board, which would result in no loss of accumulated sick leave.
2. The employee may elect to have the Board supplement the workman's compensation to the extent that the compensation and supplemental are equal to the employee's regular salary. Sick leave days shall be used to justify the supplement by the Board in the same ratio as the supplement to the regular salary.

Evidence may be required to confirm the employee's illness, the need of illness leave, the ability to return to work and the capability to perform the duties required.

Unpaid Leave - Unpaid leave may be used to excuse an involuntary absence not provided for in other leave policies. Unpaid leave for classified employees must be authorized by the Superintendent. Whenever possible, classified employees shall make a written request for unpaid leave ten days prior to the beginning date of the requested leave. If the leave is granted a deduction in salary shall be made. The Superintendent shall have complete discretion to grant or deny the requested unpaid leave. In making this determination, the Superintendent shall consider the effect of the employee's absence on the education program and school district operation and other factors the Superintendent believes are relevant in making this determination.

Licensing/Certification:

Classified employees who require a special license or other certification shall keep them current at their own expense. Licensing requirements needed for a position will be considered met if the employee meets the requirements established by law and by the Iowa Department of Education for the position.

Mileage:

Mileage is paid to employees of the school district for travel between school buildings during the work day. There is a mileage form that is filled out and turned in to the supervisor for approval. Upon approval, the form is given to the business manager for payment. Mileage is paid monthly at the approved rate. Mileage is also paid to employees who drive their own vehicles out of town for district-related business. Whenever available, school-owned vehicles should be used. Mileage for out-of-town trips will only be paid when a school-owned vehicle is unavailable. Mileage will not be paid between the employee's home and location of work assignment.

Payroll:

Wages and salaries shall be approved by the Board and stated on the Letter of Assignment, which is entered into between the employee and the District. Payroll checks will be distributed on the 20th of each month unless the 20th falls on a weekend or holiday. In that case checks will be distributed on the last previous working day. All hourly staff will use a time clock or other system provided by the district to keep track of their hours. Employees will not punch out for lunch but one half (1/2) hour will be deducted each day for that purpose. Prior approval by the building principal and superintendent needs to be obtained by the employee to be paid for a working lunch.

Physical Exams:

Each employee is required to have a physical exam before employment. Bus Drivers must have additional physicals as required by law. There is a district-approved form for this physical. Up to \$120 of any balance not paid by the employee's personal health insurance for physicals that are required are paid by the district.

Qualifications, Recruitment, Selection:

Persons interested in a classified employee position shall have an opportunity to apply and qualify for classified employee positions in the school district without regard to age, race, creed, color, sex, national origin, religion or disability. Job applicants for classified employee positions shall be considered on the basis of the following:

- Training, experience and skill
- Nature of the occupation
- Demonstrated competence
- Possession of, or ability to obtain, state or other license or certificate as required for the position.

Announcement of the position shall be through means the Superintendent believes will inform potential applicants about the position. Applications for employment may be obtained from, and completed applications shall be returned to, the Administration Office. Whenever possible, the preliminary screening of applicants shall be conducted by the employee who directly supervises and oversees the position.

Resignation:

Resignations shall be in writing signed by the resigning party and directed to the Superintendent. The letter of assignment signed by each classified employee requires 30 days notice.

Vacations:

Full-time, year round (12 month) classified employees who have served a full year (12 months) are entitled to two (2) weeks of vacation with pay. Full-time, year round (12 month) employees that have served less than 12 months are entitled to vacation with pay pro-rated to the nearest half day. Supervisors will receive three (3) weeks of vacation.

- All vacations are subject to approval of the Superintendent through the appropriate administrator or supervisor.
- Vacation time is non-cumulative.
- When a vacation includes a paid holiday, the vacation time shall be extended at the beginning or the close of the vacation.
- The work year is defined as the 12 months from July 1 of one year through June 30 of the following year.

W-4's and I-9's:

W-4 - Each employee must fill out a federal and state W-4. These withholding forms are required by law. If an employee claims more than 22 exemptions on the state W-4, the W-4 must be filed with the state. All new employees W-4's must be filed with the state as well. If an employee claims more than 10 exemptions on the federal W-4, the W-4 must be sent into the U.S. government. If a withholding form is not on file for the employee, the employer must withhold at the single rate.

I-9 - Each employee is required to leave an I-9 on file. The U.S. Department of Justice issues this form. It verifies that the employee is a lawful citizen of the United States or otherwise eligible to work in the U.S. The form must be filled out within three days of employment.

Non-Discrimination

It is the policy of the East Mills Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (Employment only), marital status, sexual orientation, gender identity and socioeconomic status (students/program only) in its educational programs and its employment practices as required by the Iowa Code sections 216.9 and 19B.11, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 - 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.) There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Kelly Sutherland, Elementary Principal, 58962 380th Street Hastings, Iowa 51540, 712-624-8696.