



Monticello Community School District

2015-16
Support Staff Handbook

The Monticello Community School District does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, sex, sexual orientation, gender identity or disability in admission or access to, or in treatment in, its hiring and employment practices.

Approved: 6/22/15

Monticello Community School District

Mission Statement:

The Mission of the Monticello Community Schools, a District striving for educational excellence, is to prepare students through challenging experiences, to be caring, productive, creative citizens who will possess a desire to be lifelong learners.

Vision:

Providing rigorous, authentic personalized learning utilizing the local and global community

Core Values:

Effective Instruction ~ Technology & 21st Century Learning ~ Collaborative Relationships

2015-16

Monticello Board of Education

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Support Staff

Employee Guidelines

This document is provided as a guideline to support staff employees concerning their benefits and related procedures as well as rules and responsibilities related to employment. It is not intended to be, nor should be understood to be, a contract between the district and any of these employees individually or as a group. This handbook cannot anticipate every situation or answer every question about policy or employment. For all items included within, manager discretion is allowed. More information may be included in Board Policies. (As listed below).

Note: Personal Cell Phone Usage is prohibited (except during scheduled breaks/lunch)

Definitions:

Support Staff Employees: Secretaries, administrative assistants, associates, bus drivers, custodians, custodian assistants, food service, human resources director, maintenance, mechanic, technology systems technician.

1) Employee Benefits

A. Approved Leaves:

The following number of days is based on a full year of employment. During the first year of employment, leaves will be prorated accordingly if employment is not a full year.

1. Sick Leave - (Paid leave due to personal illness.)

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

Unused annual sick leave is cumulative to a maximum of 90 days. The Administration may require a statement from the individual's physician for any absence. **A statement shall be brought from a physician for sick leaves of three days or longer.** Sick leave is accumulated on consecutive years of employment. To request paid sick leave, the employee must complete a sick leave request and contact the appropriate supervisor in advance or as soon as is practical. In the event that the supervisor cannot be reached the employee should report to the superintendent.

2. Personal Days

Support staff shall be granted two (2) days of paid personal leave per year for the purpose of conducting personal business. This may not be used on work days immediately preceding or following a holiday or vacation. The employee must complete a proper leave request and have approved by their supervisor. A support staff employee who has not used their personal leave shall be paid at the *substitute rate of pay* for their position at the end of the contract year. Personal leave days shall not carry forward to subsequent years.

****If the employee should leave the school district (end employment), any personal days remaining will be paid out at the *substitute rate of pay* for their position on their last paycheck and will prorated depending on employment end date.**

The number of employees absent for personal leave on the same day will be limited as follows:

Custodians & Associates – no more than two from each building

Bus Drivers & Food Service – no more than two

3. Bereavement

In case of death in any employee's immediate family, the employee will be granted up to a five (5) day leave with pay. Immediate family shall be defined as the employee's: spouse, children, parents, brother, sister, grandparents, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, spouse's grandparents and grandchildren. The employee must complete a proper leave request and have approved by their supervisor. In the event of a death of a significant other person not listed as immediate family, the employee may be allowed to utilize up to five (5) days of bereavement leave, with pay, as approved by the superintendent.

4. Immediate Family Illness

Support Staff employees shall be granted leave of absence at full pay for illness in the immediate family (Immediate family refers to employee's spouse, children, parents, brother, sister, mother-in-law, father-in-law), not to exceed five (5) days per year. The employee must complete a proper leave request and have approved by their supervisor.

5. Unpaid Leaves - Policy 406.3

Unpaid leave requests may be requested after personal leave or other applicable leaves have been exhausted.

Unpaid leaves of absence may be granted upon request for absences not otherwise covered by policy. Unpaid leaves of absence must be arranged in advance with the employee's supervisor and must be approved in advance by the Superintendent. Employees may be asked to give a reason for the requested unpaid leave of absence and restrictions may be imposed on the leave of absence. The Superintendent has discretion to grant or deny the unpaid leave, except that the Board shall approve unpaid leaves of absence in excess of twenty (20) work days.

6. Jury Duty/Subpoenas -Policy 406.1

Employees called for jury service or subpoenaed to testify in a judicial proceeding on a school-related matter, and not a personal matter, shall be permitted to be absent from duties with pay. Pay received for jury service, except travel expense, shall be remitted to the district. In order to receive payment, the employee must give at least one days' prior notice of the summons for service and must furnish satisfactory evidence that such service was performed on the days for which payment is claimed. An employee not required to perform jury duty all day shall return to work.

7. Emergency Services Leave (firefighter, EMT, paramedic, police, etc.)

Paid Emergency Services Leave may be granted to non-certified employees who serve as a volunteer for emergency services in an emergency situation on a case by case basis approved by their Supervisor for up to 40 hours per fiscal year. (Paid emergency leave will not be granted for those who want to attend a meeting or convention related to their volunteer service.) If an employee is paid for their services outside of the school district, they will need to reimburse the school district for their time absent. The employee must complete a proper leave request and have approved by their supervisor.

8. Vacation - 12 month employees only (must be considered fulltime, at least 30 hours per week)

5 days – earned after completion of the 1st year**
10 days - 2nd year through 9th year
15 days- 10th year and after

**Vacation time is accrued during the 1st year of employment, but not available for use until the second year. Vacation time may not accrue from one year to the next. Employees entering the system during any fiscal year will have the first year's vacation entered on the vacation log as a proration from the time of hire to June 30 of the first year rate.

Vacation time is based upon the July 1 to June 30th calendar.

To request vacation time, the employee must complete a proper leave request and have approved by their supervisor in advance.

Employees leaving the district due to reduction in force, retirement, resignation, or dismissal will receive that time of vacation currently accrued and prorated from July 1 to the time of termination.

Vacation time is based on consecutive years of full time, 12 month employment.

9. Paid Holidays - 12 month employees only (must be considered fulltime, at least 30 hours per week)

Administrative Assistant, Custodians, Maintenance, Mechanic, Custodian Assistant, Human Resources Director, Technology Systems Technician:
New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day and New Year's Eve Day.

Building Secretaries:
New Year's Day, Good Friday, Memorial Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day and New Year's Eve Day
(High School Secretaries Only - Independence Day)

B. Medical Insurance - 12 month employees only* (must be considered fulltime, at least 30 hours per week)

**195 day or more contract for employees starting employment in fiscal year 2004-05 or after*

The District will contribute an amount equal to the single premium per month for the current established group health plan for each full time support staff employee. This is currently for the Alliance Select \$1000 deductible plan. Full time support staff employees may have the additional premiums for family insurance coverage or different plan coverage deducted from their salaries. The employee may elect to have this salary reduction on a pre-tax basis.

C. Long Term Disability - The Board of Education will provide a Long Term Disability insurance benefit for employees working a minimum of 20 hours per week. The policy will provide 60% of basic monthly earnings to a maximum benefit of \$4,000 per month.

2) Health/Employment

A. Physicals - Policy 408.0

Employees will be required to submit to a pre-employment physical examination after an offer of employment has been made and before the beginning of service. A written report of the physical examination shall be submitted to the district. The district will provide the standard examination form to be completed by an appropriately licensed health care provider who performs the physical examination. The date by which any such physical examination report shall be submitted to the district shall be determined the superintendent, but in no case shall be any less than five (5) business days prior to the first working day. The district shall pay up to \$45.00 if insurance does not cover the physical.

Bus drivers will be examined using all applicable state and federal criteria at the beginning of employment and every two years thereafter.

B. Evaluations

1. All employees will be evaluated at least once each year for the first two years of employment and at least once every three years thereafter.
2. The standard district evaluation form will be completed by the employee's immediate supervisor.
3. The employer's immediate supervisor will meet with the employee to discuss the evaluation.
4. The employee's evaluation will be reviewed and filed in the employee's personnel file.

C. Drug and Alcohol - Policy 409.0

No employee engaged in work for the district shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance as defined by federal or state law. "Workplace" is defined as the site for the performance of work done in the capacity as a District employee. This includes a school building or school premises; a school-owned vehicle or a school-approved vehicle used to transport students to and from school or school activities; and off school property during a school sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the district.

Employees shall abide by the terms of this policy respecting a drug-free workplace. Failure to abide by this policy may lead to discipline, including termination from employment with the district. An employee who violates the terms of this policy may be required to participate in a drug abuse assistance or rehabilitation program approved by the board. If the employee fails to successfully participate in such a program, the employee may be subject to discipline, including termination. Furthermore, the district may choose not to require participation in a drug abuse assistance or rehabilitation program and move directly to discipline, including termination.

D. Drug and Alcohol Testing - Policy 409.1

The district may conduct drug and alcohol testing of district employees who drive a vehicle transporting sixteen (16) or more persons, including the driver, and who drive vehicles weighing over 26,001 pounds requiring a commercial driver's license.

Alcohol and drug testing of employees and applicants shall be conducted in accordance with state and federal law.

Refusal by an employee to submit to alcohol or drug tests shall result in immediate suspension and shall be grounds for termination. Any employee of the district who tests positive for alcohol or drug use in violation of district policies and procedures may, on the first offense, be subject to discipline, including termination, or may be referred for substance abuse evaluation and

rehabilitation. The employee shall not return to work until released by a licensed substance abuse professional approved by the district and until all other requirements are met. A second offense will result in immediate termination of the employee's employment with the district.

E. Hazardous Chemicals - Policy 408.4

The District shall maintain a comprehensive hazardous chemical communication program to disseminate information about hazardous chemicals in the workplace.

Each employee shall review annually information about hazardous substances. Further, when a new employee is hired or transferred to a new position or worksite, orientation shall include information and training, if necessary. When an additional hazardous substance enters the workplace, information about it shall be distributed to all employees and training shall be conducted for the appropriate employees. The Superintendent shall maintain a file indicating when training and informing takes place.

Employees who will be instructing or otherwise working with students shall disseminate information about the hazardous chemicals they will be working with as part of the instructional program

F. Injury At Work - Policy 408.6

If an employee is injured at work, school personnel may administer minor or emergency first aid. If necessary, a member of the family shall be notified or the employee shall be transported to a medical facility as stated in the district's Iowa Designated Physician Program

1. Each employee shall maintain an up-to-date confidential emergency medical form on file in the building office.
2. Steps to follow for a workers' compensation injury/incident:
 - a. Notify your immediate supervisor of the injury.
 - b. Complete the "Employee's Work Injury Report" within the first 24 hours following the injury/incident.
 - c. Proceed to the designated physician/clinic listed on the "Physician Authorization Form for Medical Treatment". Take the "Work Related Injury/Illness form with you as well.
 - d. Give both forms to the physician/clinics' receptionist.
 - e. Receive treatment.
 - f. For any subsequent treatment, pick up a "Work Related Injury/Illness" form from your supervisor to take to the medical provider. It shall be the responsibility of the employee to cooperate with any investigation into the occurrence.

G. Exposure to Bloodborne Pathogens - Policy 408.3

The superintendent shall be responsible to insure that the district implements, reviews and updates at least annually an exposure control plan to eliminate or minimize employees, occupational exposure to bloodborne pathogens in accordance with OSHA requirements. The plan shall designate a response team at each building. Failure of an employee to comply with the plan shall be grounds for disciplinary action, up to and including discharge.

Procedures and guidelines for incident of possible bloodborne pathogens are included in school nurses' handbook of procedures.

H. New Hire Probationary Period

Initial Employment Probation Period -Newly hired personnel will be on probationary status for 90 days.

Performance Probation- Any employee receiving less than “satisfactory” rating shall be considered on “performance probation.” A probationary employee may be automatically terminated if such condition is not corrected. The employer has the right to terminate any employee herein covered at any time if conditions so warrant such action.

I. Assignment/Transfer - The movement of an employee to a different building, program or assignment shall be considered a transfer.

1. Vacancies will be posted in all district buildings, on Teach Iowa & on our website.
2. Voluntary transfer—employees desiring to transfer to a different position may file a written request to the superintendent’s office. Administration will determine who may be considered for transfer based on past job performance and a review of comparative quality of evaluation, training and experience.
3. Involuntary Transfer - A notice of involuntary transfer of any employee to another position shall be given in writing as soon as practical.

J. Reduction in Force/Resignation - Two weeks notification from either the board or the employee should be given for reduction in force or resignation. Notification of resignation should be submitted in writing to the board secretary, including desired effective date of the resignation.

K. Break in Service – When an employee voluntarily leaves the school district (employment ends) and comes back to work (is rehired again); they must start over accruing all benefits. Prior years of service for benefit purposes will reset to zero.

3) Compensation

A. Pay Periods - Payment will be made on the 25th of each month for the preceding month’s pay period for actual hours worked. When a pay date falls on or during a school holiday or vacation weekend, employees shall receive their paychecks on the last previous working day. Pay periods end on the last Saturday of each month. Payment will be by direct deposit. Notification of a change in your payroll direct deposit must be in the business office by the 25th of the preceding month.

B. Annuities - Support staff employees may elect tax sheltered annuities.

C. Longevity Pay - In recognition of continuous years of employment within the district, hourly employees are rewarded with “longevity pay”. Longevity pay is issued in June. Longevity pay is simply a percentage of the employee’s actual gross earnings during the fiscal year as follows:

- 1% after completion of the 5th-9th year
- 2% after completion of the 10th-14th year
- 3% after completion of the 15th-19th year
- 4% after completion of the 20th.-24th year
- 5% after completion of the 25th-29th year
- 6% after completion of the 30th & each successive year

**If the employee should leave the school district (end employment), this will be paid out on their last paycheck and prorated depending on employment end date.

D. Substitute Pay – When an employee substitutes in a different position, he/she shall receive their *own hourly rate of pay*. If an employee substitutes in the same position for 10 consecutive days, then they shall receive the hourly rate of pay for that position or their own rate of pay, whichever is higher beginning on the 11th day and thereafter. If an employee misses a day after the 11th consecutive day in the same position, their pay will return to their *own hourly rate of pay*.

E. Holiday Pay – When a supervisor requests their employee to work on a Holiday, that employee will be two times an employee’s regular rate of pay (double time) for hours worked.

F. Overtime Pay – Employees will be paid one and one-half times an employee's regular rate of pay after 40 hours of work in a workweek.

4) General Information

A. Workday

1) Secretary

- a) **Work Schedule** - Work hours will be assigned by the principal/supervisor. All employees who are paid by the hour shall be required to track their time using the school district’s approved method of time tracking (time sheet/time clock). It is the employee’s responsibility to limit work time to that which has been assigned by the principal/supervisor. All pay will be computed on the basis of one-quarter hour increments.
- b) **Late Start** – In the event that the regular schedule for the starting of school must be changed, secretaries are requested to report to work as soon as they may safely do so, and will be paid from the time they report to work.
- c) **School Cancellation** - If school is canceled, secretaries are to check with the building principal if they are to report to work. It is the employee’s responsibility to verify, from media announcements as to status of school cancellations.
- d) **Early dismissal and late starts** do not always apply to secretaries. The secretary should consult with their principal/supervisor for hours to be worked.

2) Associates

- a) **Work Schedule**-Work hours will be assigned by the principal/supervisor. All employees who are paid by the hour shall be required to track their time using the school district’s approved method of time tracking (timesheet/time clock). It is the employee’s responsibility to limit work time to that which has been assigned by the principal/supervisor. All pay will be computed on the basis of one-quarter hour increments.
- b) **Late Start** - In the event that the regular schedule for the starting of school must be changed; all associates are requested to report to work at the time of the late start.
- c) **School Cancellation** - If school is canceled, associates are not to report to work. It is the employee’s responsibility to verify, from media announcements as to status of school start.
- d) **Early Dismissal** - In general, when students are dismissed early for staff development activities or inclement weather, associates are to leave work for the day as well. Some special exceptions exist for selected associates to deliver programs to students or to supervise students who must remain at school. In some situations, associates will be specifically directed to participate in staff

development. Whatever the case, all exceptions should be approved in advance by the building principal.

- e) **Personal Leave** - No more than two (2) associates from each building may request personal leave on the same day.
- f) **Special Education**- The Contract/position will terminate if the child(ren) being served moves out of the Monticello CSD or the child's (ren's) IEP is changed such that services are no longer required.

3) **Food Service**

- a) **Work Schedule** - Work hours will be assigned by the Director of Food Services. All employees who are paid by the hour shall be required to track their time using the school district's approved method of time tracking (timesheet/time clock). It is the employee's responsibility to limit work time to that which has been assigned by the Director of Food Services. All pay will be computed on the basis of one-quarter hour increments.
- b) **Late Start** - In the event that the regular schedule for the starting of school must be changed, the food service employee must adjust their schedule as needed to match this as well.
- c) **School Cancellation** – If school is canceled, food service employees are not to report to work. It is the employee's responsibility to verify, from media announcements as to status of school start.
- d) **Early Dismissal** - The above personnel should consult with their supervisor for hours to be worked.
- e) **Personal Leave** - No more than two (2) food service employees may request personal leave on the same day.

4) **Custodian, Mechanic, Custodian Assistant, Maintenance**

- a) **Work Schedule** - Work hours will be assigned by the Director of Transportation and Maintenance. All employees who are paid by the hour shall be required to track their time using the school district's approved method of time tracking (timesheet/time clock). It is the employee's responsibility to limit work time to that which has been assigned by the Director of Transportation and Maintenance. All pay will be computed on the basis of one-quarter hour increments.
- b) **Late Start** - In the event that the regular schedule for the starting of school must be changed, the employee is requested to report to work as soon as they may safely do so, and will be paid from the time they report to work.
- c) **School Cancellation** – Custodians & Assistants, Mechanics & Maintenance is not specifically affected by the cancellation of classes. Any variations from the regular work schedule will be determined by the Director of Transportation and Maintenance.
- d) **Early dismissals** - The above personnel should consult with their supervisor for hours to be worked.
- e) **Vacation Leave** -Custodians & Custodian Assistants are encouraged to use as much vacation during the school year.
- f) **Personal Leave** - No more than two (2) custodians from each building may request personal leave on the same day.

5) **Bus Driver**

- a) **Work Schedule** - Work hours will be assigned by the Director of Transportation and Maintenance. All employees who are paid by the hour shall be required to track their time using the school district's approved method of time tracking (timesheet/time clock). It is the employee's responsibility to limit work time to that which has been

assigned by the Director of Transportation and Maintenance. All pay will be computed on the basis of one-quarter hour increments.

- a. Any bus driver who is regularly scheduled for a daily bus route will be assigned at least one and one half hour (1 ½) hour's work each time he/she reports to work.
- b. Any bus driver who is assigned for an activity trip will be paid at least one (1) hour per activity trip. In addition: Any driver gone over five (5) hours on an out of town trip will receive one hour of extra pay, two (2) hours if over 11 hours, to compensate for meals
- c. Training sessions will be paid at the activity trip rate
- b) **Late Start** – In the event that the regular schedule for the starting of school must be changed, the bus driver must adjust their schedule to match this as well.
- c) **School Cancellation** – If school is canceled, bus drivers are not to report to work. It is the employee's responsibility to verify, from media announcements as to status of school start
- d) **Early Dismissal** – Bus drivers should consult with their supervisor for hours to be worked.
- e) **Personal Leave** -No more than two (2) bus drivers may request personal leave on the same day.
- f) **Miscellaneous Driver information:**
 - a. **CDL training** is the responsibility of the individual driver in order to meet licensure requirements.
 - b. **Bus Cleaning** - The interior of each bus will be cleaned once each week.
 - c. **Pre and Post Bus Inspection** - Drivers are expected to perform daily pre-use and post bus inspection using the district check list.
 - d. **Physical Exams** - Bus drivers shall have physicals every two years or as advised by their physician. The district will cover the cost, if not paid by insurance.
 - e. **Special Education Drivers** -the Contract/position will terminate if the child(ren) being served moves out of the Monticello CSD or the child's (ren's) IEP is changed such that services are no longer required. If this student(s) is not in school, you will be notified and should not report for work. You will not be paid for that day.

Confidentiality Guidelines for All School Personnel

1. Do not voluntarily discuss personal information about students except with other professions who need to know the information to help students.
2. Do not repeat rumors or gossip that you hear regarding the personal lives of students, their families, or faculty/staff.
3. If you know a student is experiencing a problem, send or accompany that student to the appropriate district employee (counselor, nurse, and administrator).
4. Do not discuss personal situations regarding students in public areas. Go to a private office.
5. Never give any type of information regarding students to non-school parties. Refer those requesting information to the administrative offices.
6. Avoid personal involvements with students. Refer students who request help with personal problems to those within the district whose jobs are to provide assistance.
7. Limit discussions of students and written statements about them or contents you know to be true or have reason to believe is true. Remember, people outside the school might see what you have written or hear what you have said.
8. Always assume statements made in front of others will be repeated.
9. If you believe a student poses a threat to themselves or others, inform the appropriate administrator immediately.