



Monticello Community School District

2017-18 Support Staff Handbook

Notice of Nondiscrimination-Policy #102.0E2

Students, parents, employees, and others doing business with or performing services for the Monticello Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age, national origin, religion, sex, sexual orientation, disability, creed, marital status, gender identity, socio-economic status, physical attributes, physical or mental ability, ancestry, political party preference, political belief, familial status, and genetic information in admission or access to, or treatment in, its programs, activities, or in its employment practices. 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, Brent Meier at 217 South Maple Street, Monticello, Iowa, 319-465-5963, brent.meier@monticello.k12.ia.us. Any person having inquiries concerning the school district's compliance with state and federal laws and regulations concerning discrimination is directed to contact: Superintendent of Schools, 711 South Maple Street, Monticello, Iowa 52310, (319) 465-5963. This individual has been designated by the school district to coordinate the school district's efforts to comply with all state and federal laws and regulations concerning discrimination.

Approved: June 26, 2017

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

2017-18

Monticello Board of Education

Angie Beitz-President

Peg Mere-Vice President

Bud Johnson

John Schlarmann

David Melchert

Handbook 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. The school board allows the superintendent the discretion to interpret and apply the rules in this handbook. In addition, the school board reserves the right to interpret and apply the rules in this handbook, if necessary. Additional information related to this handbook may be included in Board Policy.

The District may from time to time adopt and publish changes in these work rules. Such changes shall become effective only after they have been board approved and communicated to employees. All employees shall comply with the work rules.

This handbook covers the following support staff employees: Secretaries, administrative assistants, district office/HR secretary, associates, technology associate, bus drivers, communication coach, custodians, general laborer/office clerk, food service, maintenance, mechanic, and technology systems analyst.

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Anti-Bullying and Harassment (Policy 503.10) - Harassment and bullying of students or employees are against federal, state, and local policy and are not tolerated by the board. The board is committed to providing all students and employees with a safe and civil school/work environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students or employees by students, school employees, or volunteers who have contact with students will not be tolerated in the school or school district.

Bloodborne Pathogens – Exposure to Bloodborn 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. This training is normally done at the beginning of the school year.

Employees identified as having reasonably anticipated occupational contact with blood or infectious materials shall receive training and education on safety precautions and shall be provided the Hepatitis B vaccine at district expense or shall sign a written waiver declining the vaccine. Following a report of an exposure incident, the district shall make immediately available to the exposed employee a confidential medical examination and follow-up.

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 each school building, district office, and on the district website. Staff is responsible for carrying out the policies established by the board of education and the internal rules and regulations administered by the building principals/superintendent for the operation of the school.

Breaks - Employees who are scheduled to work at least four (4) continuous hours in a single day may take one 15-minute break each workday. An employee is required to punch in and out if he/she finds it necessary to leave their place of duty during the workday, and notify their building office.

Lunch Breaks:

Employees who work at least five (5) continuous hours per day are required to take a 30-minute lunch/dinner break during their daily work shift. Employees must punch in/out for their lunch/dinner break, and notify their building office. Leaving the place of duty during a work shift without permission is cause for discipline, except during unpaid break periods.

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.

Cell Phones/Electronic Devices - Personal cell phone use or electronic devices or texting should only be done during sanctioned break periods. District and personal phones and message devices are to be used appropriately at times that do not conflict with the employee's duties. Unless explicitly authorized, texting or cell phone use should not occur while the employee is on duty. Texting or cell phone use is prohibited while operating a school owned vehicle (bus, van, or car) unless otherwise designated by the Superintendent. When using the cell phone in an emergency situation, the school vehicle will be at a complete stop.

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.

Dress Code & Personal Hygiene – All employees are required to dress in a professional and appropriate manner. Clothing deemed inappropriate will be discussed with the employee. Any clothing which could be deemed unsafe or otherwise inappropriate should not be worn. As role models for students, all staff members are expected to not only to dress appropriately, but to practice exemplary hygiene. The dress code for staff is business casual attire. Days of ‘casual attire’ may be designated by the building administrator.

Drug and Alcohol Free Workplace (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 notify their supervisor of the employee's conviction under any criminal drug status for a violation occurring in the workplace as defined above, no later than five (5) days after such conviction.

Employees shall abide by the terms of this policy respecting a drug-free workplace. 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.

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.

The district may conduct random drug and/or alcohol testing if suspicious activity is suspected.

Duties-An employee work assignment is defined by a job description. Employees will follow the job description in the performance of their work assignment. Other duties may be assigned. Summer duties may differ from school-year duties.

Email Communication and Iowa's Open Records Law - Iowa Code Chapter 20 is Iowa's Open Records Law. A public record includes e-mail messages sent and received by a school district employee on a school owned computer. Because e-mails to and from a district employee on a school computer comes under the jurisdiction of the Open Records Law, it is important that school district employees exercise a high level of responsibility when using e-mail as a communication tool.

Employee Complaint Procedures (Policy 402.0) - The purpose of these complaint procedures is to resolve, at the lowest possible level, complaints of employees which may arise from time to time regarding their working conditions.

Any employee with a complaint regarding his/her working conditions shall first discuss such complaint with his/her immediate supervisor in an attempt to resolve the matter informally. Please refer to the full policy for more guidance.

Employee Dismissal - Potential causes for dismissal but not limited to:

- Unsatisfactory performance during probationary period.
- Any statement, action, or conduct not in the best interest of the district.
- Smoking or the use of any tobacco product on school premises.
- Excessive absenteeism or tardiness.
- Faulty or negligent operation of a school vehicle or equipment.
- Failure to have a physical ordered by the administration.
- To reduce staff due to a loss of students or cancellation of programs.
- Failure to secure and maintain necessary educational training or licensure if required.
- Fighting or causing physical harm to a student or another school employee.
- Threatening, intimidating, or harassing students or other school employees.
- Unauthorized use of school equipment or property.
- Employees found to have committed an act of misconduct, which leads to a recommendation of disciplinary action, will have the recommendation reviewed by the Superintendent or his/her designee.

Employee Suspension (Policy 406.4) - Employees shall perform their assigned job, respect and follow board policy and obey the law. The superintendent is authorized to suspend a classified employee with or without pay pending board action on a discharge or during investigation of charges against the employee or for

disciplinary purposes. It shall be within the discretion of the superintendent to suspend an employee with or without pay. In the event of a suspension, appropriate due process shall be followed.

Evaluations

- All employees will be evaluated at least once each year.
- At any point an evaluation can be conducted per employee or supervisor request.
- The standard district evaluation form will be completed by the employee's immediate supervisor.
- The employer's immediate supervisor will meet with the employee to discuss the evaluation.
- The employee's evaluation will be reviewed and filed in the employee's personnel file.

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. This training is normally done at the beginning of the school year.

Hiring Process/Job Vacancy/Transfers - As required by Iowa law, announcement of all open positions in the district shall be posted on Teach Iowa, <http://www.teachiowa.gov/> and will be emailed and posted in each building for a minimum of five (5) calendar days. The district shall consider all applications by staff along with other applications and shall assign to the vacancy the applicant considered by the immediate supervisor to be the most qualified for the position. Employees wishing to transfer to another position shall submit their letter of transfer to the superintendent within 10 days of the posting.

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

- Vacancies will be posted in all district buildings, on Teach Iowa & on our website for a minimum of five (5) calendar days. 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.

Involuntary Transfer - When a position is to be filled by means of involuntary transfer, an employee will be notified, confirmed in writing if requested, and shall be entitled to a conference with their supervisor and/or superintendent or his/her designee to discuss the reasons for said transfer.

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.

Holidays –**The following groups are eligible for paid holidays if they work a minimum of 30 hours per week.**

Administrative Assistant, Custodians, Maintenance, Mechanic, District Office/HR Secretary, General Laborer/Office Clerk, Technology Systems Analyst:

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)

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

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 on the workers compensation medical treatment form.

- Each employee shall maintain an up-to-date confidential emergency medical form on file in the building office.
Steps to follow for a workers' compensation injury/incident:
- Notify your immediate supervisor of the injury **immediately**.
- Complete the "Employee's Work Injury Report" within the first 24 hours following the injury/incident.
- 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.
- Give both forms to the physician/clinics' receptionist.
- Receive treatment.
- 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.

Insurance

Medical Insurance –To be eligible for district paid health insurance, you must work for an average of **thirty (30) hours per week**. The open enrollment period for all insurance is in May of each year.

The District will contribute an amount equal to the single premium per month for a health plan for each full time support staff employee. Full time support staff employees may have the additional premiums for family insurance coverage or different plan coverage deducted from their salary. The employee may elect to have this salary reduction on a pre-tax basis.

*Insurance coverage will begin on the first day of the first full month of employment and end with the last day of the last month of employment.

Long Term Disability Insurance - 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.

Voluntary Insurance/Benefits:

Dental Insurance –Offered to those that work for an average of 20 hours per week.

Vision Insurance –Offered to those that work for an average of 20 hours per week.

AFLAC (short term disability, accident/critical care insurance, cancer insurance, or long term care insurance) – Offered to those that work for an average of 20 hours per week.

Flexible Spending Accounts – Offered to those that work for an average of 20 hours per week.

Keys/FOBS – District-issued keys/fobs are used to gain access to district property solely for legitimate, job-related purposes. All school keys must be recorded with the Buildings & Grounds Department. Loss of keys/fobs should be reported immediately to the Buildings & Grounds Department. A replacement cost may be issued. Do not duplicate or lend any keys/fobs to other individuals (including school employees) without the express permission of the Buildings & Grounds Department. Students should NEVER be given keys/fobs to the schools. Keys/FOBS must be turned in at the end of employment to your building secretary.

Leaves - You must request leave each time you plan to be gone. To request leave, the employee must complete an appropriate leave request in the time clock system and contact the appropriate supervisor in advance or as soon as it is practical. If the leave is due to an unexpected illness or an emergency that requires immediate departure from work, the leave request is to be completed immediately upon your return. The employee's immediate supervisor is to be notified as soon as possible when an emergency situation is present. Leave may be taken in ¼ hour increments.

We suggest you try to make personal appointments outside of work time when possible.

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 in the time clock system and contact the appropriate supervisor by phone call 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 Leave

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 in the time clock system 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. A personal leave payment request form must be turned in in order to get paid for unused personal leave – see Appendix A. 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.**

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 Leave

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, step-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 in the time clock system 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 Leave

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 in the time clock system 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 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. Whenever possible, the employee shall make a written request for unpaid leave at least ten (10) work days prior to the beginning of the requested leave of absence. The employee shall have deducted from his/her salary an amount equal to one day's pay for each day of absence. For unpaid leaves in excess of twenty (20) work days, the District shall not continue fringe benefits, but the employee may continue the fringe benefits for the duration of the leave at his/her own expense.

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 in the time clock system and have approved by their supervisor.

8. Leaves of Absence for Military Service (Policy 406.0)

Leaves of absence are granted for military purposes, but are not to exceed the enlistment or draft period. On completion of the military service, the individual is entitled to reinstatement at the same position and classification he/she would have received had he/she not taken such leave but subject to the following conditions:

- That the position was not abolished;
- That he/she is physically and mentally capable of performing the duties of the position;
- That he/she makes written application for reinstatement to the superintendent/ designee within 90 days after termination of military service; and
- That he/she submits an honorable separation from the military service.

A leave of absence will be granted for reservists for training purposes when ordered by proper authority to active state or federal service, but not for a period exceeding a total of thirty (30) days in any calendar year without loss of pay. Leaves for training purposes are granted without loss of pay, but employees are expected to take such training during times the school is not in session whenever possible.

9. Professional Leave:

Professional leave may be granted for the purpose of attending meetings, trainings, and conferences related to their assignments. Employees will be paid for the time that they are in attendance at the specified meeting and their travel time (to and from place of meeting only, no personal stops). Application for the leave must be presented to your immediate supervisor five (5) days prior to the meeting date. We recommend you use a school vehicle, but if one is not available you may be reimbursed at the state approved rate. If required to stay overnight, employees will be paid for the time they are in attendance at the specified meeting and their travel time only.

10. Family and Medical Leave Act (Policy 405.0) – The district will grant up to twelve (12) weeks per year in *unpaid* family and medical leave pursuant to state and federal laws. For purposes of this policy, a year is defined to begin on July 1 of each year, and to end on June 30 of each year. Requests for family and medical leave shall be made to the superintendent. See Appendix B.

Who can take FMLA leave?

In order to be eligible to take leave under the FMLA, an employee must:

- work for a covered employer;
- have worked 1,250 hours during the 12 months prior to the start of leave;
- work at a location where the employer has 50 or more employees within 75 miles; and
- have worked for the employer for 12 months. The 12 months of employment are not required to be consecutive in order for the employee to qualify for FMLA leave. In general, only employment within seven years is counted unless the break in service is (1) due to an employee's fulfillment of military obligations, or (2) governed by a collective bargaining agreement or other written agreement.

Employees may be allowed to substitute paid leave for unpaid family and medical leave by meeting the requirements set out in the family and medical leave administrative rules. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules and the family and medical leave regulations in these policies prior to starting family and medical leave. Please see Board Policy #405.0 for complete policy guidelines.

11. Vacation Leave – To be eligible for vacation, you must work 12 months and 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. Likewise for subsequent years of employment. 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 1st to June 30th calendar.

To request vacation time, the employee must complete a proper leave request in the time clock system 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.

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 paid from July 1-June 30 as listed below. If you transfer to another hourly position within the district, your longevity pay/years of service will be continuous. If you are employed in one or more hourly positions, your longevity pay/years of service will be calculated by each position.

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

Overtime Pay – Employees will be paid one and one-half times an employee's regular hourly rate of pay after 40 hours of work in a work week. A work week is Sunday-Saturday. Overtime will not be permitted without prior authorization of their immediate supervisor.

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.

Physicals (Policy 408.0) - Employees will be required to submit to an employment physical examination after an offer of employment has been made and before the beginning of service if possible. 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-thirty business days after the first working day. The District will accept a physical examination if it was completed 3 months prior to employment. The district shall pay up to \$35.00 if insurance does not cover the physical.

Fitness-for-duty examinations may be required following an absence from work due to illness, if there is a reasonable belief that the employee is unable to perform the essential functions of the job or if there is a reasonable belief that the employee poses a direct threat to the employee or others because of a health condition. A direct threat occurs when an individual poses a significant risk of substantial harm to him/herself or others, and the risk cannot be reduced below the direct threat level through reasonable accommodations.

Bus drivers will be examined using all applicable state and federal criteria.

Possession of Weapons (Policy 503.5) - The board believes weapons, look-a-likes, other dangerous objects and any instrument used as a weapon in district facilities cause material and substantial disruption to the school environment and present a threat to the health and safety of students, employees, and visitors on the district premises or property within the jurisdiction of the district.

District facilities are not an appropriate place for weapons, look-a-likes, dangerous objects or any instrument used as a weapon. Weapons, look-a-likes, dangerous objects, and any instrument used as a weapon shall be taken from students, employees and others who bring them onto district property or onto property within the jurisdiction of the school district.

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.

Prohibition of Harassment (Policy 401.2) - It is the policy of the district to maintain a learning and working environment that is free from harassment. The district is committed to promoting positive intercultural and intergroup relationships. The district, therefore, prohibits acts of intolerance or harassment toward others on the basis of race, color, age, national origin, sex, sexual orientation, gender identity, marital status, physical attributes, physical or mental ability, ancestry, political party preference, political belief, socioeconomic status, familial status, disability, religion, creed, and/or genetic information. Such acts may be treated as just cause for purposes of discipline, including discharge.

All members of the district, including, but not necessarily limited to, the board, the administration, the faculty, the staff, and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a harassing nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

Sexual harassment may include, but is not limited to the following:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks to or about a person with sexual or demeaning implications;
- unwelcome touching;
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's job;
- telling of offensive jokes or stories; or
- display of sexually graphic images.

It shall be the responsibility of the board members, administrators, licensed and classified employees, students and others having business or other contact with the school district to act appropriately under this policy. It shall be the responsibility of the superintendent and investigator to inform and educate employees or students and others involved with the school district about harassment and the school district's policy prohibiting harassment.

Salary - The Board of Education establishes salaries for non-certified staff on an annual basis.

Smoke and Tobacco-Free Environment (Policy 409.2) - It is the goal of the board to have a smoke and tobacco-free environment in all district-controlled motor vehicles, buildings, and property. All district-controlled motor vehicles, buildings and property shall be off limits for smoking and/or using tobacco products. This ban extends to all employees and all other individuals, including spectators at outdoor school sponsored or school approved events.

Persons violating this policy shall be asked to refrain from smoking and/or using tobacco products. Persons failing to abide by this request shall be required to leave the district-controlled premises/property immediately.

It shall be the responsibility of all school personnel to adhere to and to enforce this policy. It shall be the responsibility of the superintendent/designee to develop administrative regulations in concert with this policy.

Substitute Pay – When an employee substitutes in a different position, he/she shall receive *the rate of pay for that position*.

Tardiness – An employee is expected to be at the job site and ready to begin work at the appointed starting times unless they have permission from their immediate supervisor. Arriving late for work or leaving the job early without permission is not acceptable. In extreme emergencies notify your immediate supervisor if you need to be late for work. Absence or tardiness because of obligations to another job or outside activity is not acceptable as an excuse. No other income-producing activity takes precedence over your job within the district.

Timekeeping Regulations - All Support Staff employees shall use the Time Management System to clock in and out. Please do not clock in earlier than seven (7) minutes prior to your scheduled start time and do not clock out more than seven (7) minutes after your scheduled end time. It is important that the employee remember to punch in and out as accurately as they can. All leave should also be requested using the Time Management System. Hourly employees should only work the amount of hours designated for their position. Hourly employees should only work the designated schedule for their position unless prior approval has been given.

When there is a late start or early dismissal, employees should plan to report to work later on late start days and leave early on early dismissal days.

If an employee takes a break, he or she will remain on the clock as long as he or she remains at their place of duty. If an employee decides to leave on their break, they must clock in and out and notify their building office.

Employees who work at least five (5) continuous hours in one day are required to have a 30-minute lunch or dinner break. Employees must clock in/out for lunch.

Travel Reimbursement & Use of District Vehicle (Policy 412.0) - The Board of Directors of the Monticello Community School District shall reimburse employees at the state rate for travel in the employee's personal vehicle which has been approved by the superintendent. Each employee requesting to use his/her personal vehicle on school business shall have a valid Iowa driver's license and shall have personal liability insurance.

Employees may be authorized to use a school vehicle to conduct business for the district or to attend district-related conferences or activities. The vehicle shall be checked out from the Director of Transportation after completion of an authorization form. The vehicle shall not be used for personal use. Only the person(s) authorized on the form shall be allowed to drive the vehicle. The employee shall record the mileage and other pertinent information as requested by the Director of Transportation. All authorized drivers must have a valid Iowa driver's license and must be insurable under the district's liability insurance. No tobacco products shall be used in the vehicles, and no alcoholic beverages or illegal substances shall be placed in the vehicle or consumed in the vehicle.

Use of District Technology, Network Systems and Internet Access (Policy 605.1) - The board is committed to making available to students and staff members access to a wide range of electronic learning facilities, technology (including, but not limited to, computers, tablets, and hand held devices), equipment and software, network systems, and the internet. The goal in providing this technology and access is to support the educational objectives and mission of the school district and to promote resource sharing, innovation, problem solving, and communication. The district's technology, network and/or internet connection is not a public access service or a public forum. The district has the right to place reasonable restrictions on the material accessed and/or posted through the use of its technology, network and/or internet connection, including the use of personal technology brought into the district by students and staff and the ability of students and staff to access the district's network systems and internet access using personal technology.

The district's technology, network systems, and internet access shall be available to all students and staff within the district. However, access is a privilege, not a right. Each student and staff member must have a signed acceptable use agreement on file prior to having access to and using the district's technology, network and the internet. The amount of time and type of access available for each student and staff member may be limited by the district's technology and the demands for the use of the district's technology. Even if students have not been given access to and/or use of the district's technology, network and the internet, they may still be exposed to information from the district's technology, network and/or the internet in guided curricular activities at the discretion of their teachers. Please refer to the full policy for more information.

Use of Video Cameras- (Policy 703.1) - The Monticello Community School District Board of Directors has authorized the use of video cameras in the school district's buildings and on school property. The video cameras will be used to monitor student and employee behavior to maintain a safe, secure, and healthy environment for students and staff. Employees are hereby notified that the content of the video recordings may be used in an employee disciplinary proceeding. The content of the video recordings may be confidential records and, if so, will be retained in the employee's personnel file. Video recordings will only be retained if necessary for use in an employee disciplinary proceeding or other matter as determined necessary by the administration. Employees may request to view video recordings if the video recordings are placed in the employee's personnel file. Any such request shall be processed by the school district in accordance with applicable law.

Workday

Secretary

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.

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.

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.

Early dismissal and late starts do not always apply to secretaries. The secretary should consult with their principal/supervisor for hours to be worked.

Associates

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.

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.

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.

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.

Personal Leave - No more than two (2) associates from each building may request personal leave on the same day.

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.

Food Service

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.

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.

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.

Early Dismissal - The above personnel should consult with their supervisor for hours to be worked.

Personal Leave - No more than two (2) food service employees may request personal leave on the same day.

Custodian, Mechanic, Maintenance

Work Schedule - Work hours will be assigned by the Director of Maintenance. (Director of Transportation for Mechanic) 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 Maintenance. All pay will be computed on the basis of one-quarter hour increments.

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.

School Cancellation – Custodians, Mechanics & Maintenance are not specifically affected by the cancellation of classes. Any variations from the regular work schedule will be determined by the Director of Transportation and/or the Director of Maintenance.

Early dismissals - The above personnel should consult with their supervisor for hours to be worked.

Vacation Leave –Custodians are encouraged to use as much vacation during the school year as possible.

Personal Leave - Only one (1) custodian from each building may request personal leave on the same day.

Bus Driver

Work Schedule - Work hours will be assigned by the Director of Transportation. 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. All pay will be computed on the basis of one-quarter hour increments.

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.

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. If the bus driver does a regular route daily, and takes an activity trip during their daily route, they will receive their route pay first and then will get paid activity pay for the remaining time of the activity trip.

Training sessions will be paid at the activity trip rate.

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.

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

Early Dismissal – Bus drivers should consult with their supervisor for hours to be worked.

Scheduled Leave -No more than two (2) bus drivers may request scheduled leave on the same day.

Miscellaneous Driver information:

CDL training is the responsibility of the individual driver in order to meet licensure requirements.

Bus Cleaning - The interior of each bus will be cleaned once each week.

Pre and Post Bus Inspection - Drivers are expected to perform daily pre-use and post bus inspection using the district check list.

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. Any bus driver who is scheduled for a special education route will be paid at least one hour's work each time he/she reports to work.

**APPENDIX A
PERSONAL LEAVE PAYMENT REQUEST FORM**

Date: _____

Employee Name: _____

I am requesting payment of _____ unused personal days.

Employee Signature

COMPUTATION OF UNUSED PERSONAL LEAVE:

SUBSTITUTE PAY RATE ON DAILY BASIS:

_____ day(s) @ \$_____ per day = _____

SUBSTITUTE PAY RATE ON HOURLY BASIS:

_____ hour(s) @ \$_____ per hour = _____

Building Secretary or Supervisor

(Please submit this completed form to the Superintendent's Office no later than May 25th)

APPENDIX B

YOUR RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT OF 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee’s job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protection

During FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their

original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

Job Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other

conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the

employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

NOTE: FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

If you have access to the Internet visit FLMA's website: <http://www.dol.gov/esa/whd/fmla>.

To locate your nearest Wage-Hour Office, phone our toll-free information at 1-866-487-9243 or to the Web site at: <http://www.wagehour.dol.gov>.

For a listing of records that must be kept by employers to comply with FMLA visit the U.S. Dept. of Labor's website: http://www.dol.gov/dol/allcfr/ESA/Title_29/Part_825/29CFR825.500.htm

U.S. Department of Labor – Revised July 2009

Date: _____

I, _____, request family and medical leave for the following reason: *(check all that apply)*

- for the birth of my child;
- for the placement of a child for adoption or foster care;
- to care for my child who has a serious health condition;
- to care for my parent who has a serious health condition;
- to care for my spouse who has a serious health condition; or
- because I am seriously ill and unable to perform the essential functions of my position.
- because of a qualifying exigency arising out of the fact that my ___ spouse; ___ son or daughter; ___ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
- because I am the ___ spouse; ___ son or daughter; ___ parent; ___ next of kin of a covered service member with a serious injury or illness.

I acknowledge my obligation to provide medical certification of my serious health condition or that of a family member in order to be eligible for family and medical leave within 15 days of the request for certification.

I acknowledge receipt of information regarding my obligations under the family and medical leave policy of the district.

I request that my family and medical leave begin on _____ and I request leave as follows:
(check one of the three (3) options)

continuous, and I anticipate that I will be able to return to work on _____.

intermittent leave for the:

- birth of my child or adoption or foster care placement subject to agreement by the district;
- serious health condition of myself, parent, or child when medically necessary;
- because of a qualifying exigency arising out of the fact that my ___ spouse; ___ son or daughter; ___ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
- because I am the ___ spouse; ___ son or daughter; ___ parent; ___ next of kin of a covered service member with a serious injury or illness.

Details of the needed intermittent leave:

I anticipate returning to work at my regular schedule on _____.

reduced work schedule for the:

- birth of my child or adoption or foster care placement subject to agreement by the district;
- serious health condition of myself, parent, or child when medically necessary;

_____ because of a qualifying exigency arising out of the fact that my ___ spouse; ___ son or daughter; _____ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.

_____ because I am the ___ spouse; ___ son or daughter; ___ parent; ___ next of kin of a covered service member with a serious injury or illness.

Details of needed reduction in work schedule as follows:

I anticipate returning to work at my regular schedule on _____.

I realize I may be moved to an alternative position during the period of the family and medical intermittent or reduced work schedule leave. I also realize that with foreseeable intermittent or reduced work schedule leave, subject to the requirements of my health care provider, I may be required to schedule the leave to minimize interruptions to district operations.

While on family and medical leave, I agree to pay my regular contributions to employer sponsored benefit plans. My contributions will be deducted from moneys owed me during the leave period. If no monies are owed me, I will reimburse the district by personal check or cash for my contributions. I understand that I may be dropped from the employer-sponsored benefit plans for failure to pay my contribution.

I agree to reimburse the district for any payment of my contributions with deductions from future monies owed to me or the district may seek reimbursement of payments of my contributions in court.

I acknowledge that the above information is true to the best of my knowledge.

**Employee
Signature:**

Date

**Supervisor
Signature:**

Date

Approval:

___ YES, pending medical approval ___ NO

**Superintendent
Signature:**

Date

Staff Technology Acceptance Form and Consent to Use of District Technology, Network Systems and Internet Access – Board Policy #605.2E1

Name: _____

Date: _____

Computer and/or Tablet Serial # _____

Equipment Description and Serial # _____

I hereby certify that I have received, read, understand and agree to all of the terms and conditions in the Monticello Community School District's Appropriate Use of Technology Policy.

I understand that the laptop computer, tablet, and related equipment I am being issued is the property of the Monticello Community School District. I will return the laptop computer and/or tablet and any related equipment I am issued in the same condition in which I receive it, excluding normal wear and tear and unforeseen system breakdowns, i.e. hard drive failure, etc. I understand that I may be responsible for any damage or loss of any component of the laptop computer, tablet, and/or related equipment I am issued. In case of damage or loss, I agree that I may be required to reimburse the district for any damaged or lost component and/or equipment with components.

I accept full responsibility for my use of the district's computers, computer-like equipment, computer network systems, and the internet through the district in accordance with the terms, conditions, and guidelines as stated by the district in its policies and regulations and as set out in federal and state law. I understand that violation of these provisions will result in the restriction and/or termination of my ability to use the district's computers, computer-like equipment (such as tablets), computer network systems, and internet access and may result in further discipline up to and including termination of my employment with the district and/or other legal action.

I will not hold the district responsible in any way for materials accessed through the district's computers, computer-like equipment, computer network systems, and/or the district's internet access. I relieve the Monticello Community School District and its officers and employees from any and all financial responsibility that may be incurred by my use of the district's computers, computer-like equipment, computer network systems, and the internet.

Date

Signature

Printed Name