

Monticello Community School District



2025-26 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 the District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, sexual orientation, gender identity, or genetic information (for employment) in any of its education programs, activities, or employment opportunities, pursuant to Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable state and federal laws. This prohibition on discrimination applies to admission and employment. The District has adopted grievance procedures for processing and resolving formal and informal Title IX sex discrimination and sexual harassment complaints and other discrimination complaints. Inquiries regarding sex discrimination pursuant to Title IX of the District's nondiscrimination policy may be directed to the District's Title IX Coordinator, Todd Werner, 860 East Oak Street, Monticello, Iowa 52310, 319-465-3000 ex2101, todd.werner@monticello.k12.ia.us; other grievances or complaints related to the District's nondiscrimination policy may be directed to the District's Equity Coordinator, Todd Werner, 860 East Oak Street, Monticello, Iowa 52310, 319-465-3000 ex2101, todd.werner@monticello.k12.ia.us. Inquiries related to sex discrimination pursuant to Title IX may also be referred to U.S. Department of Education (attn. Assistant Secretary, Office for Civil Rights; 400 Maryland Avenue Southwest, Washington, DC 20202; 800-421-3481; OCR@ed.gov). Inquires related to other grievances or complaints may be directed to the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov)

Approved: 6/23/2025

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 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

2025-2026

Monticello Board of Education

Craig Stadtmueller – President

Mandy Norton – Vice President

John Schlarmann

Mark Rieken

Tony Amsler

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. **All Board policies are on the district website at www.monticello.k12.ia.us.**

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, special programs assistant, district office/HR secretary, associates, bus drivers, communication coach, custodians, general laborer/office clerk, food service, maintenance, mechanic, and district system administrator.

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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.

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 at the 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) - The board expects the school district and its employees to remain substance free. 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 or where the employee is engaged in school business.

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. All Board policies are on the district website at www.monticello.k12.ia.us.

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.
- Refusal by an employee to submit to alcohol or drug testing.
- An employee who commits a criminal offense, other than a minor traffic violation.
- Employees not reporting a criminal offense, other than a minor traffic violation, to their immediate supervisor within 48 hours of the incident.

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.

Hiring Process/Job Vacancy/Transfers - As required by Iowa law, announcement of all open positions in the district shall be posted on IowaWORKS <https://www.iowaworks.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 in Frontline while the position is posted.

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 IowaWORKS, and 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. *Paid holidays are based on the hours you are contracted to work.*

Administrative Assistant, Special Programs Assistant, Custodians, Maintenance, Mechanic, District Office/HR Secretary, General Laborer/Office Clerk, District System Administrator:

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. If a holiday falls on a weekend, the date the holiday will be observed will be determined annually by the Superintendent.

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 district approved medical facility. If an employee is injured at work, notify your supervisor or building secretary **immediately** to make a report. Each employee shall maintain an up-to-date confidential emergency medical form on file in the building office.

Insurance

Medical Insurance –To be eligible for district paid health insurance, you must work for an average of thirty (30) hours per week. Nine-month employees must qualify for health insurance based on the ACA look-back measurement method. The employee must work an average of 30 hours per week (or 130 hours per month) from May to April to qualify for insurance for the following year (July to June). Breaks of four consecutive weeks (summer break) are not included in the calculation. **Please contact the District Office to see if you qualify for health insurance or if you have any questions.** The open enrollment period for all insurance is in May of each year.

The district will contribute an amount equal to the single premium HMO Plan, with a 2,500 deductible, per month for the current established group health plan for each full-time employee. Employees may have additional premiums for family insurance coverage deducted from their salary on a pre-tax basis. Insurance coverage will begin on the first day of the first full month of employment for eligible employees.

A licensed, classified, or non-bargaining employee, along with their spouse and dependents, who is currently enrolled in the district's group medical, dental and/or vision plan will have the ability to continue coverage upon retirement before the age of 65 provided he or she meets the requirement of the insurer. Eligible employees are those who have attained at least age 55 as of the retirement date, applied for retirement with IPERS. Retirees covered by the plan are responsible for 100% of the plan premiums. Medical benefits under the district's group retiree plan will cease for the retiree and their spouse and/or dependents on the first day of the month the employee turns 65. If the employee waives coverage at any time after retirement, they are not able to re-enroll in the district's plans.

If a classified employee leaves the district other than retirement, their medical coverage will be terminated on the first day of the month following their separation of employment and will be eligible for continuation of group health plans following the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA).

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 - (Offered to those that work a minimum of 20 hours per week)
Dental Insurance, Vision Insurance, Short-Term Disability Insurance, Accident Insurance, Critical Illness w/Cancer Insurance, or Hospital Indemnity Insurance, Flexible Spending Accounts, Voluntary Group Life Insurance, Identity Theft Protection/Legal Guard, 403b Retirement Investment

Iowa Public Employees' Retirement System (IPERS) - The district participates in the Iowa Public Employees' Retirement System (IPERS). This defined benefit plan provides a lifetime retirement benefit to you upon retirement in accordance with a formula based on your age, years of service and the average of your highest five years of wages. For additional information, please contact IPERS at 1-800-622-3849 or visit the IPERS website at www.ipers.org. High school students and temporary employees (less than 6 months) are *excluded* from IPERS coverage.

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, please notify your supervisor as soon as possible and have them complete your leave request. Leave may be taken in ¼-hour increments. **Seasonal positions do not qualify for any leave. Probationary employees do not qualify for any leave until after 60 working days.**

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 -

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

All employee accumulated sick leave days may be used for personal illness or family illness (family defined as the spouse, children or stepchildren, father, or mother of the employee or as approved by the Superintendent). Sick leave days in excess of 10 consecutive days must be approved by the Superintendent.

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. One (1) personal day may be used before or after a vacation day or holiday if prior approval is secured from the Superintendent of Schools fourteen (14) days in advance of the day of leave. Weekends are not considered vacation days unless they are immediately preceded or followed by summer vacation days or vacation days or holidays, which are in the current calendar. 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 or will be allowed to accumulate up to four (4) days. The employee is required to request the reimbursement by submitting the Personal Leave Payment Request form to the superintendent's office prior to May 25. The reimbursement will be included in the regular June payroll check.

***Due to the shortage of Subs for the 2025-2026 school year we will be paying staff their hourly rate of pay for each unused personal day.**

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

The limits for personal leave granted in any single day shall be as follows:

Associates

- High School - two staff members
- Middle School - two staff members
- Elementary Buildings - two staff members

Custodians, Bus Drivers & Food Service – no more than two

Personal leave approval will be considered in the order it was received.

3. Bereavement Leave

In case of death in any employee's immediate family, the employee will be granted up to five (5) days with pay per year. Immediate family shall be defined as the employee's: spouse, children, stepchildren, 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 it approved by their supervisor. In the event of a death of a significant other person not listed as immediate family, the employee may use bereavement leave, with pay, as approved by the superintendent.

4. Unpaid Leaves (Policy 406.3)

Unpaid leave requests may be requested after personal leave or other applicable leaves have been exhausted. Leave of absence without pay may be granted by the Superintendent at his/her sole discretion. Please refer to policy 406.3 Unpaid Leaves of Absence for further information.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

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.

10. 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 through completion of 2nd year**

10 days – earned after completion of the 2nd year through completion of the 5th year

15 days - earned after completion of the 5th year through completion of the 10th year

20 days – earned after completion of 10th year and subsequent years

**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 1 to June 30 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 be paid out for their remaining vacation time.

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 workweek. A workweek 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) - The Monticello Community School District believes good health is important to job performance.

Bus Drivers:

School bus drivers will present evidence of good health upon initial hire and every other year in the form of a DOT physical examination report, unless otherwise required by law or medical opinion.

The cost of the initial examination for bus drivers will be paid by the school district. The form indicating the employee is able to perform the duties, for which the employee was hired, with or without reasonable accommodation, must be returned prior to the performance of duties. The cost of bus driver renewal physicals will be paid by the school district.

Preschool Staff:

Preschool staff will need an initial physical and a physical every three years as required by the Department of Health and Human Services. The district will pay up to \$35.00 if the Preschool employee’s insurance does not cover the physical.

All Employees:

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

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

All information regarding the medical condition or history of an employee must be kept in files separate from the employee's personnel records and treated as a confidential medical record subject to state and federal confidentiality laws.

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

All weapons, dangerous objects and look-a-likes are prohibited to be carried, possessed, transported or otherwise stored on school district property and at school district-approved events. Exceptions to this policy include weapons carried by the following individuals in performance of their official duties:

- law enforcement;
- military personnel;
- corrections officers;
- individuals approved in writing by the Superintendent, and;
- students and individuals approved in writing by the Superintendent who are actively engaging in a school district approved firearms safety course, hunter education course or shooting sports activity.

Probationary Period - Initial Employment Probation Period -Newly hired personnel will be on probationary status for 60 working days. **Probationary employees do not qualify for any leave until after 60 working 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 an environment that is free from harassment. The district, therefore, prohibits acts of discrimination or harassment toward employees on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or genetic information, as required under state and federal laws, rules, and regulations.

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:

- unwelcome verbal, written, or electronic harassment or abuse;
- unwelcome pressure for sexual activity;
- unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment status or implied or overt promises of preferential treatment with regard to an individual's employment status;
- unwelcome behavior or words directed at an individual because of gender;
- coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another;
- threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another;
- graffiti of a sexually offensive nature;
- sexual gestures or jokes; or
- spreading rumors about or rating other individuals as to sexual activity or performance.

Retaliation against any person, because the person has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding, is prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds. 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. *Please refer to the full policy for more guidance. All Board policies are on the district website at www.monticello.k12.ia.us.*

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 *either their rate of pay, or the starting rate of pay for that position, whichever is higher, not to exceed the highest rate of pay for the sub 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 clock 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 clock 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.

Trainings - All non-certified staff are required to complete the following trainings and are required to turn in a copy of their certificate of completion to the District Office:

- Bloodborne Pathogens – yearly
- Mandatory Reporter (Child Abuse) – every 3 years
- Right to Know/Hazardous Chemicals – yearly
- Homelessness Awareness – every other year
- *Note:* other trainings may be required that are specific to your position.

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 and approved volunteers 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.

Overnight Travel:

- a. Appropriate expenses, that have been authorized by an administrator, will be reimbursed to the individual upon submission of appropriate documentation.
- b. When possible, lodging will be set up on a direct-billed basis by using a purchase order to reserve the room(s). If needed, the employee can use the district credit card to purchase the room.
- c. As of 1/1/22, all in-state lodging must be provided by those that have been certified for Human Trafficking Prevention. They must be certified at the time of your stay. Certified locations are being maintained and updated at <https://stopthiowa.org/certified-locations>. You will need to include a screenshot of the search on this site of the lodging provider with a copy of the invoice to the district office.
- d. Personal expenses will not be charged to the school district. Snacks or refreshment items purchased during the day are considered personal expenses.
- e. Whenever possible, a district vehicle will be assigned to employees traveling on behalf of the district.
- f. Per our auditor's requirements, an **itemized** restaurant receipt must be submitted to receive a meal reimbursement.
 - a. The district will not reimburse for drinks/beverages that contain alcohol.
 - b. It is preferred that only district employees be included on the receipt.
 - c. Tips are allowed up to 15% of the meal expense, before taxes.
 - d. When circumstances dictate that other than approved district employees or officials are included in the receipt total, the names and exact amounts of each meal to be reimbursed are to be identified.
 - e. Meals will be reimbursed up to the following amounts:
 - Breakfast-\$10
 - Lunch-\$15
 - Supper-\$25

Professional development that does not require overnight travel, is not eligible for meal reimbursement.

Appropriate Use of District Technology, Network Systems and Internet Access (Policy

605.1) - Because technology is a vital part of the school district curriculum, technology hardware (computers, iPads, etc.), computer software, and the Internet will be made available to employees and students. Appropriate and equitable use of computer hardware, software, and the Internet will allow employees and students to access resources unavailable through traditional means. 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 use of the district's technology, network and internet access shall be for educational purposes only. Students and staff members shall only engage in appropriate, ethical, and legal utilization of the district's technology, network systems, and internet access. Student and staff member use of the district's technology, network and internet access shall comply with all district policies and regulations.

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. All audio and video recordings will require permission of the building principal.

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.

District System Administrator

Work Schedule – This position is a year-round contracted position and is assigned to the Director of Technology.

School Cancellation – This position is not specifically affected by the cancellation of classes. If school is canceled due to the weather, the District System Administrator should contact the Director of Technology to discuss a plan for the day. Work can be done at school or at home based on the current weather conditions and considering safety. Any variations from the regular work schedule will be determined by the Director of Technology.

Early Dismissal & Late Starts – For all weather-related situations, please contact the Director of Technology to discuss a plan.

Personal Leave – All personal leave requests shall be approved by the Director of Technology.

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 checklist.

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 hours.

Employee Signature

.....

COMPUTATION OF UNUSED PERSONAL LEAVE:

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)

***Due to the shortage of subs for the 2025-2026 school year we will be paying staff their hourly rate of pay for each unused personal day.**

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