

Chariton Support Staff Handbook

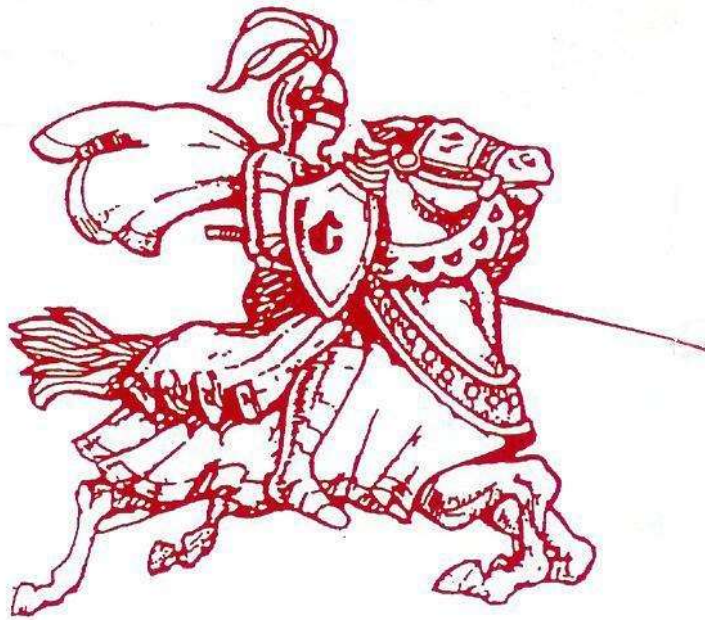


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INTRODUCTION

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

Definitions

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

CCSD Mission Statement:

“Successful Learning for ALL Students!”

CCSD Vision Statement:

The Chariton Community School District's vision is to prepare productive life-long learners by providing a challenging relevant curriculum in a safe learning environment.

CCSD Beliefs:

We believe:

- ALL students can learn and experience success.
- In setting high expectations through a challenging curriculum.
- All students have unique learning needs.
- In providing a safe learning environment.
- In facilitating the social, emotional, and physical development of all students.

CCSD Expectations:

We expect:

- Cooperation and collaboration between the staff, parents, and community shall be a high priority.
- Our students will demonstrate academic and 21st century skills to function as productive adults in a global society.
- The professional staff will provide instruction consistent with the Iowa Core Curriculum.
- Data collected through assessments will drive instruction.
- District will support professional growth that will enhance teacher performance.

Equal Opportunity Employment

Chariton Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. The school district will not discriminate against employees or potential employees based upon race, color, creed, sex, national origin, religion, age, sexual orientation, gender identity or disability. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

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

Advertisements and notices for vacancies within the district will contain the following statement: "The **Chariton Community School District** is an EEO/AA employer." The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, **Chariton Community School District, 140 E. Albia Road PO Box 738, Chariton, Iowa 50049** or by telephoning **(641) 774-5967**.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commissions, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, (800) 669-4000 or TTY (800) 669-6820, <http://www.eeoc.gov/field/milwaukee/index.cfm> or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319, (800) 457-4416, <http://www.state.ia.us/government/crc/index.html>. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

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

School Calendar

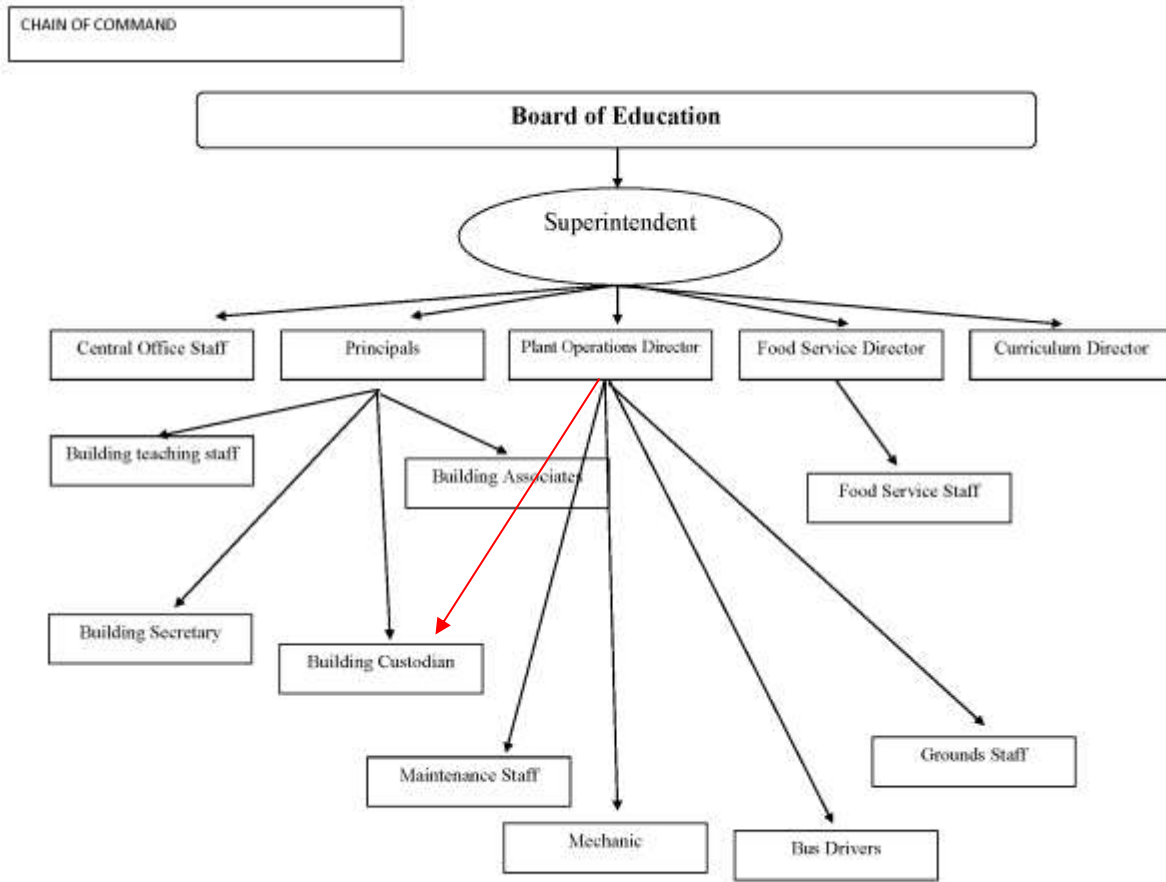
School Calendar is located on the website @ charitonschools.org.

District Contacts

Central Office – (641) 774-5967

Chariton High School – (641) 774-5066
 Chariton Middle School – (641) 774-5114
 Van Allen Elementary – (641) 774-5047
 Columbus Elementary – (641) 774-4712
 Bus Barn – (641) 774-2319
 Food Service – (641) 774-5048

Chain of Command



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 on the district website (www.charitonschools.org). Employees are expected to know existing board policies and know to refer to the policies when necessary.

Handbook Subject to Change

Although every effort will be made to update the handbook on a timely basis, **Chariton Community School** reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. **Chariton Community School** reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

Grievance Process

A “grievance” is a claim by an employee or a group of employees, that there has been a violation, misinterpretation, or misapplication of any provision of this handbook.

An aggrieved person is the person or persons affected by an alleged violation, misinterpretation, or misapplication of this agreement.

Except where otherwise expressly stated, the word “days” when used in this article shall mean calendar days.

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

The following steps shall be followed in pursuing any grievance:

Step One. An employee claiming a grievance shall, as promptly as possible after the alleged violation, discuss it with his principal or immediate supervisor in an attempt to resolve the matter informally.

Step Two. If, as a result of the informal discussion in Step One, the employee feels a grievance still exists and the employee desires to proceed to Step Two, the employee shall, in writing, within seven (7) days from the conclusion of the informal consideration in Step One, or in any event within fourteen (14) days after the alleged violation, file a written grievance with the principal or the employee’s immediate supervisor. The principal or the employee’s immediate supervisor shall, within seven (7) days following the receipt of the written grievance, meet with the employee to discuss the grievance. Within seven (7) days following this meeting, the principal or the employee’s immediate supervisor shall communicate in writing to the employee the disposition of the grievance.

Step Three. In the event an employee is not satisfied with the decision at Step Two and the employee desires to proceed to Step Three of the grievance procedure, the employee must file within seven (7) days of the employee’s receipt of the written decision from Step Two a copy of the written grievance with the Superintendent. Within fourteen (14) days after such written grievance is filed with the Superintendent, the employee and the Superintendent shall meet to discuss the grievance. Within seven (7) days of the meeting, the Superintendent shall indicate his/her disposition of the grievance in writing.

COMPENSATION AND SALARY

Compensation and Salary Schedule

An employee required to hold a license, authorization, or certification for his/her position is solely responsible for ensuring it is current. Failure to do so could, and likely will, result in termination because by law the district cannot pay an employee who does not have a current license, authorization, or certification. Specific information regarding an employee's license, authorization, or certification may be obtained from the Iowa Board of Educational Examiners (BOEE). The BOEE may be contacted by calling 515-281-3245 or by visiting their website, located at <http://www.boee.iowa.gov/>.

Classified:

The base wage requirements stated in the master contract will determine the compensation to be paid for the classified employees' positions, keeping in mind the education and experience of the classified employee, the educational philosophy of the school district, the financial condition of the school district and any other considerations deemed relevant by the board.

Each employee compensated on an hourly basis, whether full-or part-time, permanent or temporary, will be paid no less than the prevailing minimum wage. Whenever an hourly employee must work more than forty hours in a given work week, the employee is compensated at one and one-half times their regular hourly wage rate. This compensation is in the form of overtime pay. Overtime will not be permitted without prior authorization of the superintendent.

Each hourly employee paid on an hour-by-hour basis must complete, sign, and turn in a daily time record showing the actual number of hours worked. Failure of the employee to maintain, or falsification of, a daily time record will be grounds for disciplinary action.

Method of Payment

Each employee shall be paid by direct deposit on the 20th of each month. Employees shall receive their pay stubs by via their Chariton Community School District email. At the employee's written request, it can be printed and sent via interoffice to their building.

When a pay date falls on or during a school holiday or weekend, employees shall receive their pay stub on the last previous working day.

Longevity Pay

Each employee shall receive a longevity pay increase of ten (10) cents per hour effective July 1 preceding his/her tenth, fifteenth, twentieth, twenty-fifth, thirtieth, thirty-fifth, etc. anniversary of consecutive years of service with the District. For bus drivers hired prior to 7/1/2018, this benefit shall be \$6.00 per month effective July 1 preceding the anniversary of the tenth, fifteenth, twentieth, twenty-fifth, thirtieth, thirty-fifth, etc years of continuous service.

Temporary Summer Custodial Work

Temporary summer custodial work shall be paid at Step 1 on the pay scale for day custodians. Employees will not be allowed temporary summer work if it creates overtime.

Compensation for Overtime

Employees working over forty (40) hours in a seven (7) day period beginning on Sunday and ending on Saturday or on holidays shall be paid at the rate of one and one half times his/her regular rate of pay for that time. Holiday hours, sick leave, compensatory time off, vacation, and personal days shall not be counted as hours worked. Employees shall be paid double for all hours worked on Sundays and holidays, unless the employee's normal work week includes Sunday.

Safety Bonus

Each contracted bus driver who goes through an entire year without causing an accident, causing damage to a vehicle, or without receiving a citation shall receive a one hundred (\$100.00) dollar safety bonus.

Call in Time

Employees who are called in to work outside their regular work shift shall receive compensation for actual time worked, with a minimum of one hour's pay.

Mandatory Meetings

Employees shall be in pay status when attending mandatory meetings.

Group Insurance Benefits

Employees who work **30** hours or more per *week* are eligible for group insurance and health benefits. The district provides major medical, dental, LTD, and life insurance.

Single coverage is provided at no cost to the employee.

Family coverage will be provided for all full-time employees (30 hours and over per week) with the District paying 70% of the premium cost and the employee paying 30% of the premium cost. When both spouses are full-time employees of the district, family coverage will be offered with the district paying 80% of the premium cost and the employee paying 20% of the premium cost.

The schedule of premium payment and the rules necessary for the implementation of the insurance programs have been developed between the District and the insurance carrier.

Notwithstanding the foregoing provisions of this section, the District may require employees to utilize programs designed to decrease or minimize premiums provided only that said programs do not reduce benefits. For additional information, please contact **(641) 774-5967**.

IPERS

Chariton CCD participates in the Iowa Public Employees' Retirement System (IPERS). This defined benefit plan provides a lifetime retirement benefit to you upon retirement following a formula based calculation, based on your age at retirement, years of service, and the average of your highest five years of wages in an IPERS eligible position. For additional information, please contact IPERS at 1-800-622-3849 or visit the IPERS website located at <https://www.ipers.org/index.html>.

Pep Bus Sponsor Compensation

Pep Bus Sponsor compensation will be paid \$20 per event. Notification of the duty shall be according to the pre-established sign up schedule or on a volunteer basis and confirmed on the day of/prior to the duty.

Tax Shelter Programs

The board authorizes the administration to make a payroll deduction for employees' tax sheltered annuity premiums purchased from a company chosen in accordance with legal requirements. Employees wishing to have payroll deductions for tax sheltered annuities will work with their provider to complete the paperwork and submit all information to the CCSD payroll department.

Ticket Taker Compensation

Ticket taker compensation will be \$20 per event. Notification of the duty shall be according to the pre-established sign up schedule or on a volunteer basis and confirmed on the day of/prior to the duty.

Travel Compensation – Outside the District

Employees traveling on behalf of Chariton CSD and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage costs (if a school vehicle is not available), lodging expenses, meal expenses and registration costs.

Travel outside of the school district must be pre-approved. Pre-approval will include an evaluation of the necessity of the travel, the reason for the travel and an estimate of the cost of the travel to qualify as approved school district business. Travel outside the school district by employees is approved by the superintendent.

Reimbursement for actual and necessary expenses will be allowed for travel outside the school district if the employee received pre-approval for the travel. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed receipt, indicating the date, purpose and nature of the expense for each claim item. Failure to have a detailed receipt will make the expense a personal expense. Personal expenses, including mileage, in excess of that required for the trip are reimbursed by the employee to the school district no later than 10 working days following the date of the expense.

Reimbursement for actual and necessary expenses for travel outside the school district will be limited to the pre-approved expenses. Pre-approved expenses for registration are limited to the actual cost of the registration.

EMPLOYEE RELATIONS

Background Checks

Employees are subject to criminal, dependent adult abuse and child abuse background checks every five years at least. The background check will either be conducted by the school district or another agency.

Conflict of Interest

Employees' use of their position with the school district for financial gain is considered a conflict of interest and may be subject to disciplinary action.

Employees have access to information and a captive audience that could award the employee personal or financial gain. No employee may solicit other employees or students for personal or financial gain to the employee without the approval of the superintendent. If the approval of the superintendent is given, the employee must conduct the solicitations within the conditions set by the superintendent. Further, the superintendent may, upon five days' notice, require the employee to cease approved solicitations as a condition of continued employment.

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

Employee Orientation

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

Employee Records

Chariton Community School District will maintain personnel records on employees. The records are important for the daily administration of the educational program, for implementing board policy, for budget and financial planning, and for meeting state and federal requirements.

The records will include, but not be limited to, records necessary for the daily administration of the school district, salary records, evaluations, application for employment, references, and other items needed to carry out board policy. Employee personnel files are school district records and are generally considered confidential records and therefore are not open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent or non-confidential records such as an employee's salary or individual contract, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

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

Employee Searches

Employees should have no expectation of privacy in their work space, desks, computers or other school district provided space or equipment. The school district may look into these items when needed. Anything on the school district's computers, server, web site, etc. and in school district files, etc. are considered a public record and open to public inspection. If the school district conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection. Should the school district get a request to see this information, at that time a determination will be made whether the information can be withheld as confidential information. The school district assumes no responsibility or liability for any items of personal property which are placed in the desk or work space which is assigned to employees.

Evaluation

Evaluation of employees on their skills, abilities, and competences is an ongoing process supervised by the building principals or department supervisors and conducted by approved evaluators, if required by law. The goal of the formal evaluation process is to maintain employees who meet or exceed the board's standards of performance, to clarify the employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the administrators/supervisors and other employees.

Classified Staff Evaluations:

Formal evaluation of classified employee performance will be conducted on an annual basis. Evaluation of employees by the supervisor shall not be limited in any manner throughout the year. The supervisor may evaluate through general observation, other written methods, verbal communications, or other methods or a combination of methods the supervisor so chooses.

Information resulting from formal and informal observations of employee performance will be used in the preparation of the employee's formal evaluation. All formal evaluations will be kept on file at the district administration office. A conference with the employee to review and discuss the completed formal evaluation will be held within fourteen (14) days of the completion of the evaluation.

A completed and signed copy of the formal evaluation will be provided to the employee.

Mandatory Cooperation in Workplace Investigations

Any workplace investigation conducted by administrative staff or their designee will receive complete cooperation of all employees.

Mandatory Reporting of Post-Employment Arrests and Convictions

Employees are expected to perform their assigned jobs, respect and follow Board of Education policies, and obey the law. In the event that employees experience any arrests, the filing of any criminal charges, the disposition of any criminal charges pending against them, and/or any charges relating to operating a motor vehicle while intoxicated, they must notify the Superintendent. Notification to the Superintendent should occur within five (5) business days of notification to the employee. Employees whose duties require possession of a Commercial Driver's License and/or who regularly and frequently operate district vehicles must report all charges and citations, including traffic tickets such as speeding tickets; employees will be responsible for the payment of fines, penalties, or tickets. Other employees do not need to report such traffic tickets.

Employees must notify the Superintendent of any child abuse complaints filed against them. Employees must notify the Superintendent regarding the findings in any complaint against them alleging child abuse. The Superintendent should be notified of any complaints and findings within five (5) business days of notification to the employee.

Information relating to arrests, criminal charges, and child abuse complaints shall be treated as confidential and maintained as part of the employee's personnel file.

Employees who do not notify the district as required by this procedure may be subject to disciplinary action up to and including termination.

Iowa Code 279.69 requires school districts to conduct background checks once every five years from the employee's initial date of hire. This protocol clearly states the expectation of reporting an arrest, criminal charges, or child abuse complaints.

Probationary Status

The first three years of a newly licensed employee's contract is a probationary period for all employees.

Public Complaints about an Employee

The board recognizes situations may arise in the operation of the school district which are of concern to parents, employees, students and other members of the school district community. While constructive criticism is welcomed, the board desires to support its employees and their actions to free them from unnecessary, spiteful, or negative criticism and complaints that do not offer advice for improvement or change.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to board consideration however, the following should be completed:

- (a) Matters should first be addressed to the teacher or employee;
- (b) Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal or direct supervisor;
- (c) Unsettled matters regarding (b) above or problems and questions concerning the school district should be directed to the superintendent;
- (d) If a matter cannot be settled satisfactorily by the superintendent, it may be brought to the board in writing and signed. It is within the board's discretion to hear and act upon complaints.

Qualifications, Recruitment, and Selection

Job applicants for all positions will be considered on the basis of the following: training, experience, and skill; nature of the occupation; demonstrated competence; and possession of, or ability to obtain, state license if required for the position.

Announcement of the position is in a manner which the superintendent believes will inform potential applicants about the position consistent with board policy, the master contract(s), state law, and the Affirmative Action Plan.

The board will approve employees after receiving recommendations from the superintendent. The superintendent, however, will have the authority to hire an employee on a temporary basis until a recommendation can be made and action can be taken by the board on the position.

Transfers

Determining the location where an employee's assignment will be carried out is the responsibility and within the discretion of the Superintendent or the designee of the board, which will be in accordance with contractual agreements. In making such assignments, the board will consider the qualifications of each employee and the needs of the school district.

Classified Staff:

A notice of a vacancy created within the District shall be forwarded by email to all employees for posting. Each notice shall contain the building and position available. Seven (7) days will be allowed to request a transfer prior to the final date when applications must be submitted.

Employees who desire a transfer may file a written statement of such desire with the Superintendent. Such written statement shall include the position to which the employee desires to be transferred.

The superintendent shall have the authority to initiate, approve, and deny all transfers.

Employees who transfer from one job class to another shall be placed on the salary schedule by the superintendent. Qualifications, job performance, and years of experience in the district and position type will be considered.

Work Year

Twelve month staff will receive pay for the following holidays: July 4, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, Good Friday, Christmas Eve, and New Year's Eve.

Employees working ten or more months, but less than twelve months, shall receive pay for the following holidays: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, and a half day each on Christmas Eve and New Year's Eve.

Employees working less than ten months shall receive pay for the following holidays: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Memorial Day.

The District may require employees to attend up to two (2) days of district meetings and training. The employee will receive regular pay for all hours attended.

Work Day

The work day for employees will begin at a time established by the superintendent or direct supervisor. "Day" is defined as one work day regardless of full-time or part-time status of an employee.

Employees are to be in their assignments during the work day. Advance approval to be absent from the school building must be obtained from the principal or supervisor whenever the employees must leave the school building during the work day.

Lunch Periods

Lunch periods will be provided as part of the normal workday as follows:

All employees shall be provided a duty free lunch period of at least thirty (30) consecutive minutes. Food service workers, as they are not able to leave school grounds, shall receive a paid lunch break of fifteen minutes.

Leaving School

Employees not on assigned duty may leave the building during their lunch period with notification to the employee's supervisor.

Shortened Day for Inclement Weather

When the school day is shortened due to inclement weather, secretarial staff and associates may leave at such time that all responsibilities for students have ended, as confirmed by the building principal. Secretarial staff and associates will receive wages for their regular work day.

When school is delayed (late start) because of inclement weather, support staff is expected to arrive at school as soon as possible and will be paid for the hours worked.

When school is canceled because of inclement weather after school has been delayed for two hours, support staff who have arrived at school shall receive compensation for actual time worked, with a minimum of one hour's pay.

If school lets out early for Homecoming and staff attend the festivities, staff will receive wages for their regular work day.

Personal Illness Leave

Employees shall be granted the following sick leave per year:

Twelve month employees will be granted 15 days of sick leave per year.

Part-time Twelve month employees (less than 30 hours) will be granted:

- First year of employment – 10 days
- Second year of employment – 11 days
- Third year of employment – 12 days
- Fourth year of employment – 13 days
- Fifth year of employment – 14 days
- Sixth (+) year of employment – 15 days

Employees working ten or more months, but less than twelve months shall be granted:

- First year of employment – 12 days
- Second year of employment – 12 days
- Third (+) year or employment – 15 days

Employees working less than 10 months shall be granted:

- First year of employment – 10 days
- Second year of employment – 11 days
- Third year of employment – 12 days
- Fourth year of employment – 13 days
- Fifth year of employment – 14 days
- Sixth (+) year of employment – 15 days

Sick leave may be accumulated to one hundred twenty (120) days, providing these days have been accumulated through consecutive years of service.

Sick leave is defined as "absence for personal injury or illness" (which is not "compensable" under Iowa's Workers Compensation Law) and shall not be construed to include absence necessitated by illness or injury in family.

Full pay will be granted for sick leave. Employees absent more than their sick leave credit due to continuing bona fide disability from sickness or injury will be granted leave without pay if the employee qualifies under FMLA.

A statement by the employee, verifying the absence by reason of illness, may be requested by the employer at any time. Medical certification or other medical evidence of sickness or injury will be required for all illnesses requiring 3 or more days of absence. The employer may also request a statement of medical evidence that the employee is physically capable of returning to work.

An employee who is absent by reason of illness or injury which is compensable under Iowa's Workers Compensation Law and for which worker's compensation is paid, may by written request elect to supplement worker's compensation payments with sick leave payments equal to the difference between

full pay and worker's compensation pay for the period (up to the total sick leave accumulation days of the employee) of such compensable absence. If the employee elects, such supplemental payments will be charged against accumulated sick leave for each day with respect to which a supplemental payment is received. If no such election is made, absence due to compensable injury or illness will not be charged against sick leave credit.

An employee whose regular schedule is in excess of eight (8) hours per day shall, when using sick leave, be compensated for their regular scheduled work hours not to exceed (8) hours per day.

Serious Family Illness or Death Leave

(A) Leave of not more than five (5) days per school year will be granted in case of serious family illness. Serious family illness may be used on the following relatives: father (including stepfather), mother (including stepmother), husband, wife, child (including step child), daughter-in-law and son-in-law; brother, sister, father-in-law, mother-in-law, grandparent, grandchild. Verification of the person who has the illness and the illness is a requirement.

(B) Death in Immediate Family

Leave of not more than seven (7) days per school year will be granted in case of death in the immediate family of the employee, said immediate family being limited to the following persons: father (including step father), mother (including step mother), brother, sister, husband, wife, child (including step child), father-in-law, mother-in-law, daughter-in-law, son-in-law, grandparent, and grandchild.

(C) Non-Immediate Family

In the case of the death of a non-immediate family member or (close friend, but only with superintendent's permission) absence will be allowed, not exceeding one (1) day for attendance at the funeral, or two (2) days if out of state travel is required to attend the funeral. These days can be used in half-day increments.

(D) Death of Fellow Employee

In the case of the death of a fellow employee or employee's spouse, absence without loss of pay will be allowed for attendance at the funeral (one-half (1/2) day if services within 30 miles of Chariton, full day if services further away). Absences hereunder shall be limited by the availability of substitutes.

Leave Credits and Charges

Leaves under this Section (Serious Family Illness or Death Leave) are not cumulative from year to year. Leaves under Paragraph A, B, C, and D shall be paid provided that the maximum total annual leave under A, B, C, and D shall not exceed ten (10) days.

Jury Duty Leave

Any employee called for actual jury duty required to be served shall be given leave without loss of pay for that purpose. Any fees or remuneration the employee receives during such leave shall be turned over to the Chariton Community School District, and shall serve as evidence of required jury service.

Military Leave

The Board and Union agree to abide by the provisions and policies of the Federal Selective Service and Training Act and Chapter 29A of the Iowa Code and to cooperate together to implement these policies in the administration of this agreement.

Personal Leave

Employees will be granted two (2) days per year personal leave, with no reduction of pay. The employee will be paid according to the number of hours he/she works in a normal day not to exceed (8) eight hours. Employees have the option of electing not to take one or both personal leave days, or may carry over one (1) day, and receiving \$75.00 per day not taken in lieu thereof, subject to normal payroll deductions. An employee planning to use a personal leave day shall notify his/her supervisor as far in advance as is practicable, but in any event at least two (2) school days in advance. Personal leave shall not be used on the first contract day of school or the last contract day of school. It is understood that the number of employees granted personal leave may be limited by the availability of substitutes and will be granted on a first come first serve basis. It is also understood that the limitations stated in this section as to advance notice of two (2) school days may be waived by the Superintendent in the event of the employee desiring to use this leave for an emergency situation.

Leaves for Professional Conferences

Employees may be permitted to attend professional conferences, workshops, or seminars for work-related purposes, without loss of pay, with prior approval from their immediate supervisor.

Leave of Absence Without Pay

An employee may be granted a leave of absence without compensation or longevity credit towards advancement on the salary schedule for personal reasons, for a period of up to one (1) month, at the sole discretion of the superintendent, provided it does not in any way injure the program of the school.

Vacation

After one year of continuous service, full-time twelve month employees shall receive vacation as follows:

Completed 1-6 years of service = 2 weeks

Completed 7-12 years of service = 3 weeks

Completed 13-18 years of service = 4 weeks

Completed 19 and up years of service = 5 weeks

Full-time nine and ten month employees who also work during the summer months for the district shall receive two weeks unpaid vacation each July 1. Vacations must be approved by the superintendent or designee.

An employee planning to use a vacation leave day shall notify his/her supervisor as far in advance as is practicable, but in any event at least five (5) school days in advance. It is understood that the number of employees granted vacation leave may be limited by the availability of substitutes and will be granted on a first come first serve basis. It is also understood that the limitations stated in this section as to advance notice of five (5) school days may be waived by the Superintendent or designee in the event of the employee desiring to use this leave for an emergency situation. Vacation days can be carried over from the prior year until the first Friday in August.

An employee whose regular work schedule is in excess of eight (8) hours per day shall, when taking vacation, be compensated normal working hours not to exceed 8 hours.

Request for Leave

Except where otherwise provided, requests for leave shall be submitted to the building principal, or the employee's immediate supervisor.

DISTRICT PROCEDURES AND GUIDELINES

Breastfeeding

Section 4207 of the Affordable Care Act amends the Fair Labor Standards Act (FLSA) of 1938 (29 U.S. Code 207) to require an employer to provide reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express milk. The employer is not required to compensate an employee receiving reasonable break time for any work time spent for such purpose. The employer must also provide a place, other than a bathroom, for the employee to express breast milk. For additional information, please visit the "Break Time for Nursing Mothers" section of the United States Department of Labor website located at <http://www.dol.gov/whd/nursingmothers/>.

Child Labor

Chariton Community School District complies with both state and federal child labor laws. Under Iowa Child Labor laws, Iowa Code Chapter 92, minors under the age of 18 are prohibited from working in certain occupations, performing certain duties, and from using certain equipment. For more information on federal child labor laws, contact the U.S. Department of Labor, Wage and Hour Division, in Des Moines at (515) 284-4625 or visit <http://www.iowaworkforce.org/labor/childlabor.htm>.

Copyright

Copyright is a form of intellectual property that protects original works of authorship including literary, dramatic, musical, and artistic works. The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the "fair use" doctrine. Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of "fair use."

Discipline

Employee violations of board policy and work rules may result in discipline, up to and including termination. All support staff employees are considered "at-will" employees and serve at the will of the board. Employees whose employment is terminated will be given the appropriate level of due process as required by law.

Employee Recognition

Chariton Community School District recognizes and appreciates the services of its employees. Employees who retire or resign may be honored by the board, administration and staff in an appropriate manner.

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

Employee Publication or Creation of Materials

Materials created by employees and/or the financial gain therefrom are the property of the school district if school materials and/or time were used in their creation and/or such materials were created in the scope of the employee's employment unless prior arrangements are made. The employee must seek prior written approval of the superintendent concerning such activities.

Nepotism

More than one family member may be an employee of the school district. It is within the discretion of the superintendent to allow one family member employed by the school district to supervise another family member employed by the school district subject to the approval of the board.

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

School Publicity and Community Relations

Chariton Community School District staff are the connection between the schools and the community. Employees are expected to work in a professional manner with parents and the community, when appropriate, for their positions.

The use of students, the school district name, or its buildings and sites for advertising and promoting products and/or services of entities and organizations operating for a profit is disallowed. Nonprofit entities and organizations may be allowed to use students, the school district name, or its buildings and sites if the purpose is education related and prior approval has been obtained from the board.

CONDUCT IN THE WORKPLACE

Code of Conduct Verification

All employees will verify receipt and knowledge of the employee Code of Conduct by completing the Code of Conduct training through the AEA portal annually.

Employee Use of Cell Phones

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

Fighting

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

Fraud/Unlawful Gain

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

Neglect of Duties

All employees are mindful that students are not to be left unattended and employees should not place themselves in any position where student safety is at risk or neglect of duty could be claimed. Employees, in a supervisory role, needing to leave an area where students are present must ensure another adult is present before leaving.

Offensive or Abusive Language

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

Performing Unauthorized Work While on Duty

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

Use of School Facilities and Equipment

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

Abuse or misuse of school district or non-district owned property is to be reported immediately. Failure to do so will limit district responsibility or increase employee responsibility. It is expected all employees will use care and caution using district and non-district property. Abuse or misuse or unauthorized use of district property, private property, materials, and equipment is subject to disciplinary action.

Use of Time

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

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

Break or Meal Periods

Leaving the place of duty during a work shift without permission of the immediate supervisor is cause for discipline, except during unpaid break periods (such as lunch). Employees are expected to return to work immediately upon completion of a paid or sanctioned unpaid break. Employees not on assigned duty may leave the building during their lunch period with notification to the employee's supervisor.

Lunch periods will be provided as part of the normal workday as follows:

All employees shall be provided a duty free lunch period of at least thirty (30) consecutive minutes. Food service workers, as they are not able to leave school grounds, shall receive a paid lunch break of fifteen minutes.

Dress and Grooming

All employees are required to dress in a professional and appropriate manner. Any clothing which could be deemed unsafe could result in disciplinary action. Clothing deemed inappropriate will be discussed with the employee. Tank tops, tube tops, sleeveless shirts, short shorts and halter tops are not considered professional attire. As role models for students, all staff members are expected to not only dress appropriately, but to practice exemplary hygiene. Employees are also expected to utilize safety equipment assigned to them during the performance of their duty.

Employee Outside Employment

The board believes that the primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The board considers an employee's duties as part of a regular, full-time position as full-time employment. The board expects such employees to give the responsibilities of their positions in the school district precedence over any other employment. Employees with external employment must keep the two positions separate and the external job cannot impact the school district job. Should a supervisor believe the external position is impacting the internal one; the supervisor will address it with the employee.

Employee Political Activity

Employees will not engage in political activity on district property under the jurisdiction of the board. Activities including, but not limited to, posting or distribution of political circulars or petitions, the collection or solicitation for campaign funds, solicitation for campaign workers, and the use of students for writing or addressing political materials, or the distribution of such materials to or by students are specifically prohibited. Violation of this policy may be grounds for disciplinary action.

Ethics – Board of Educational Examiners (BOEE)

School district employees are expected to perform their jobs in an ethical and honest manner consistent with board policy and the Iowa Board of Educational Examiners (BOEE) rules. Any actions deemed unethical or dishonest will incur appropriate discipline. Licensed staff members are expected to know and understand the Code of Professional Conduct and Ethics of the BOEE. The BOEE's Code of Professional Conduct and Ethics constitutes mandatory minimum standards of practice for all licensed employees. While classified employees, except coaches, are not subject to the BOEE Code of Ethics, it is good guidance for all employees and recommended reading for classified employees as well. For a copy of the ethics code, please visit <http://www.boee.iowa.gov/doc/ethHndot.pdf>.

Failure to Complete Reports

In order to have the school district function in a timely manner, all employees are expected to meet deadlines for all assigned paper or electronic reports, including but not limited to: time sheets, grade reports, student records, IEP documentation and testing results. Failure to meet the deadline may result in disciplinary action.

Gifts

Employees will not, either directly or indirectly, solicit, accept or receive any gift or series of gifts, unless the gift is valued at less than three dollars or has a negligible resale value. Honorariums may be received but must be turned over to the school district unless the employee was on his or her own time, the donor

does not meet the definition of “restricted donor” or the gift or honorarium does not meet the definition of gift or honorarium.

Insubordination

Insubordination, disobedience, failure or refusal to follow the written or oral instructions of supervisory authority or to carry out work assignments will not be tolerated. Insubordination will result in discipline up to and including termination.

Relationships with Co-Workers

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

Staff Technology Use/Social Networking

Usage of the school district’s computer resources is a privilege, not a right, and use entails responsibility. All information on the school district’s computer system is considered a public record. Whether there is an exception to keep some narrow, specific *content* within the information confidential is determined on a case by case basis. Therefore, users of the school district’s computer network must not expect, nor does the school district guarantee, privacy for e-mail or use of the school district’s computer network including web sites visited. The school district reserves the right to access and view any material stored on school district equipment or any material used in conjunction with the school district’s computer network.

Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external web site without consent of the superintendent. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external web sites. Employees shall not use the school district logos, images, iconography, etc. on external web sites. Employees shall not use school district time or property on external sites that are not in direct-relation to the employee’s job. Employees, students and volunteers need to realize that the Internet is not a closed system and anything posted on an external site may be viewed by others, all over the world. Employees, students, and volunteers who do not want school administrators to know their personal information, should refrain from exposing it on the Internet. Employees, who would like to start a social media site for school district sanctioned activities, should contact the superintendent and must work with the Technology Director in establishing and maintaining the site.

Theft

All thefts should be reported immediately to a principal or supervisor. Any finding of theft will result in appropriate discipline, up to and including termination.

Treatment of Patrons of the District

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

STUDENT AND CLASSROOM ISSUES

Abuse of Students by a School District Employee

School district employees are encouraged to create professional relationships with students so as to assist with their learning. Employees should not create relationships with students that are unhealthy or illegal. Adults must always be in a position to be trusted and caring for students, but the district will not tolerate any inappropriate relationships.

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. Employees found in violation of this policy will be subject to disciplinary action up to and including termination.

Chariton Community School District will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. Employees are required to assist in the investigation when requested to provide information and to maintain confidentiality of the reporting and investigation process.

Child Abuse Reporting

Chariton Community School District believes in protecting our students and we strive for them to be productive without outside factors weighing on their ability to learn. In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. Employees are required as mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

Child abuse is the result of the acts or omissions of a person responsible for the care of a person under the age of 18 who has suffered one or more of the categories of child abuse as defined in IOWA CODE 232.68 (physical abuse, mental injury, sexual abuse, denial of critical care, child prostitution, presence of illegal drugs, manufacturing or possession of a dangerous substance, bestiality in the presence of a minor, allows access by a registered sex offender, or allows access to obscene material).

When a mandatory reporter suspects a student is the victim of child abuse, call 1-800-362-2178. According to Iowa Code section 232.70, as a mandatory reporter of child abuse, if you suspect a child has been abused, you need to report it to the Department of Human Services. The law requires you to report suspected child abuse to DHS orally within 24 hours of becoming aware of the situation. You must also make a report in writing within 48 hours after your oral report. The employer or supervisor of a person who is a mandatory or permissive reporter shall not apply a policy, work rule, or other requirement that interferes with the person making a report of child abuse. As a mandatory reporter, you are also required to make an oral report to law enforcement if you have reason to believe that immediate protection of the child is necessary.

The law requires the reporting of suspected child abuse. It is not the reporter's role to validate the abuse. The law does not require you to have proof that the abuse occurred before reporting. The law clearly specifies that reports of child abuse must be made when the person reporting "reasonably believes a child has suffered abuse."

Within six months of their initial employment, mandatory reporters will take a two-hour online training course involving the identification and reporting of child abuse, or submit evidence they have taken the course within the previous three years. The course will be re-taken at least every three years.

Individuals with Disabilities Act (IDEA)

The Individuals with Disabilities Education Act (IDEA) is a federal law ensuring services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention, special education and related services to eligible children. Employees are expected to comply with IDEA. For additional information regarding IDEA, please visit The United States Department of Education website, located at <http://idea.ed.gov/explore/home>. Additionally, employees are expected to follow school district procedures for identifying students who need additional assistance and meet the needs of identified students.

HEALTH AND WELL-BEING

Anti-Bullying and Anti-Harassment

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Chariton Community School District. The board is committed to providing all employees and students with a safe and civil school 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 employees and students by other students, by school employees, and by volunteers will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of employees and students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

Bloodborne Pathogens

All employees are required to take the Bloodborne Pathogens training annually. Employees can go to the AEA website, <http://training.aeapdonline.org> to take this training at no cost to the employee. The purpose of the OSHA training is to provide the appropriate knowledge and understanding to eliminate or minimize occupational exposure to hepatitis B virus (HBV) which causes hepatitis B (a serious liver disease), human immunodeficiency virus (HIV) which causes acquired immunodeficiency syndrome (AIDS), and other bloodborne pathogens.

Communicable Diseases – Employees

Employees with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position and their presence does not create a substantial risk of illness or transmission to students or other employees. The term “communicable disease” will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases is included in the school district's bloodborne pathogens exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. **(IASB Policy Reference Manual-403.3)**

Smoke and Tobacco Free Workplace

Chariton Community School District is committed to providing a safe and healthy workplace and to promoting the health and well-being of employees. As required by Iowa Code 142D, the Iowa Smokefree Air Act, and also motivated by a desire to provide a healthy work environment, Chariton Community School District prohibits smoking, and the use of tobacco and nicotine products as cited in board policy, on all school grounds and in school vehicles.

Employees are required to complete the Chariton Tobacco & Substance Free Policy training via the AEA website annually.

Substance Free Workplace

Alcoholic beverages, illegal substances, and legal substances used illegally shall not be consumed at any time during the employee's work shift. It is in violation of school district work rules for an employee to report to work in an unsafe condition, or in a condition which impairs the employee's judgment or performance of job functions due to the use of alcohol or other substances. Unauthorized possession or use of alcoholic beverages or other substances during work hours, while on district time or property, or while engaging in district business will result in discipline, including immediate dismissal.

It is a violation of the federal Substance-Free Workplace law for an employee to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and IOWA CODE Chapter 124.

"Workplace" is defined as the site for the performance of work done in the capacity as an employee. This includes school district facilities, other school premises or school district vehicles. Workplace also includes off school property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Employees who operate school vehicles are subject to mandatory random and scheduled federal drug and alcohol testing if a commercial driver's license is required to operate the vehicle and the vehicle transports sixteen or more persons including the driver. For regulations and forms please visit the Federal Motor Carrier Safety Administration website located at <http://www.fmcsa.dot.gov/rules-regulations/topics/drug/drug.htm?>

EMPLOYEES ARE FURTHER NOTIFIED it is a condition of their continued employment that they comply with the above policy of the school district and will notify their supervisor of their conviction of any criminal drug statute for a violation committed in the workplace, no later than five days after the conviction.

Employee Injury on the Job

Employee, as well as student safety, is a major district concern, and employees should remove themselves from and report any situations where their safety may be compromised. When an employee becomes seriously injured on the job, the employee's supervisor will attempt to notify a member of the family, or an individual of close relationship, as soon as the employee's supervisor becomes aware of the injury.

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

It is the responsibility of the employee injured on the job to contact the insurance on-call nurse @ 1-844-322-4668 within 24 hours of the injury. Further, it is the responsibility of the injured employee to report the injury to their immediate supervisor as soon as possible.

Employee Physical Examination

Good health is important to job performance. Employees will present evidence of good health, in the form of a physical examination report, prior to their employment with the Chariton Community School District. Except for bus drivers, employees won't be required to produce evidence of good health on a regular basis. The school district, however, reserves the right to require an employee to produce evidence of the ability to perform the job should there be an issue with an employee's performance.

Family and Medical Leave

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is not paid leave, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Employees eligible for family and medical leave must comply with the family and medical leave policy and administrative rules prior to starting family and medical leave. Requests for family and medical leave should will be made to the benefit administrator at the district office anytime an employee feels they have a qualifying event, and they know they will be absent for longer than two weeks.

For additional information regarding FMLA, please contact the district office or visit the “Family and Medical Leave Act” section of the United States Department of Labor’s website, located at <http://www.dol.gov/whd/fmla/>.

SAFETY AND SECURITY

Building Security

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

Corporal Punishment, Restraint, and Detaining Students

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. School employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a student. If a student is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent. For additional information regarding Iowa law on this issue, please visit the “Timeout, Seclusion, and Restraint” section of the Iowa Department of Education’s website, located at <https://www.educateiowa.gov/pk-12/learner-supports/timeout-seclusion-restraint>.

Drills and Evacuations

Periodically the school holds emergency fire, tornado, and safety drills. At the beginning of each semester, teachers must notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas must be posted in all rooms.

Emergency Closings/Inclement Weather/Other Interruptions

When the superintendent decides the weather threatens the safety of students and employees, he/she will notify the radio/TV station to broadcast a school closing announcement.

Staff Identification Badges

An identification badge shall be issued to each employee. Badges shall be worn when the employee is on duty, and shall be displayed between the waist and the shoulder on the outer garment or on a lanyard. If an employee comes to work without the permanent badge, a temporary badge may be obtained from the building secretary. The loss of a permanent badge shall be immediately reported to the central office, who will issue a replacement badge at a cost to the employee of \$ **3.00**. Badges remain the property of the district and shall be returned to the district office at the time of resignation, retirement or termination.

Threats of Violence

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

Weapons

The Chariton Community School District is committed to maintaining a safe and secure learning environment for students and staff. The board believes weapons, other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects and look-alikes. Weapons and other dangerous objects and look-alikes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Employees who witness or have knowledge about the presence of potential weapons on school property should notify the proper authorities immediately.

The prohibition on weapons does not pertain to those under the control of law enforcement officials.

TERMINATION OF EMPLOYMENT

Resignation – Classified Employees

Classified employees who wish to resign mid-year or mid-assignment, must give the school district at least 2 weeks notice. Those resigning at year end or at the end of an assignment must give notice by the due date on their contract.

Reduction in Force

The board has the exclusive authority to determine the appropriate number of employees. A reduction of employees may occur as a result of, but not be limited to, changes in the education program, staff realignment, changes in the size or nature of the student population, financial situation considerations, and other reasons deemed relevant by the board.

It is the responsibility of the superintendent to make a recommendation for a reduction in force to the board. The superintendent shall consider the following criteria in making the recommendations:

- Relative skills, ability, and demonstrated performance;
- Number of continuous years of service to the school district;

Retirement

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

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

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

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have received or can access a copy of the Chariton Community School District's Support Staff Employee Handbook available at www.charitonschools.org and Classified Master Contract.

I understand the Employee Handbook contains important information about the Chariton Community School District and my role, responsibilities, and duties as an employee. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult the district office employees with any questions I have about the contents of the Employee Handbook or any questions that I feel were not addressed.

I understand that the Employee Handbook is a general source of information and may not include every possible situation that may arise. I acknowledge that the Employee Handbook is not intended, and does not constitute a contract between the Chariton District and any one or all of its employees.

Employee's Name (Printed)

Date

Employee's Signature

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

Family and Medical Leave Summary

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

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, 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 whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status 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: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

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.

Eligibility Requirements

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

***Special hours of service eligibility requirements apply to airline flight crew employees.**

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 on an intermittent basis.

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; and
- 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.

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



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

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