

EMPLOYEE HANDBOOK

For

Full time and Part-time:

Teachers

School Counselors

Librarians

Nurses

2025-2026

MISSION

Inspiring Learning and Excellence for All

VISION

Carroll Community School District inspires excellence in learning to prepare all students for success.

CORE VALUES

Teaching	Learning every day
Inclusivity	Welcoming everyone
Growth	Improving ourselves
Excellence	Striving to be our academic best
Respect	Choosing kindness
S Safety	Caring for each other

SECTION 1 INTRODUCTION

A. Applicability

This Employee Handbook shall apply to all full-time and regular part-time professional employees including classroom teachers, school counselors, librarians with a BOEE license, and nurses employed by the Carroll Community School District. It does not apply to the superintendent, principals, director of business affairs, and all other employees of the Carroll Community School District.

B. Effect of Employee Handbook

This Employee Handbook is not intended to imply any contract of employment or any contractual rights. This Employee Handbook manual does not represent a contractual obligation on the part of the Carroll Community School District or its duly authorized representatives. It is each employee's responsibility to become familiar with the District's policies and procedures.

This Employee Handbook shall be maintained solely by the district. The Board of Directors of the Carroll Community School District and/or the District's administration has the ability to interpret and imply provisions of the Employee Handbook.

Changes to the handbook are at the discretion of the district. However, before changes are made to the handbook, the employees must be notified and have an opportunity to discuss and provide input regarding the proposed changes.

C. Effective Dates

This Employee Handbook shall be effective upon being approved or accepted by the Board of Directors of the Carroll Community School District or its duly authorized representatives. It shall be in effect for the duration of the school year in which it was approved, unless it is modified using appropriate procedures, including providing notice to all employees covered by this Employee Handbook.

D. Savings Clause

Should any section or language of this Employee Handbook be declared illegal by a court of competent jurisdiction, then that section or language shall be deleted from this Employee Handbook to the extent that it violates the law. The remaining sections and language shall remain in full force and effect.

E. Definitions

1. The term "Board," as used in this Employee Handbook, will mean the Board of Directors of the Carroll Community School District or its duly authorized representatives.
2. The term "District," as used in this handbook, will mean the Carroll Community School District.
3. The term "employee," as used in this handbook, will mean all full-time and regular part-time professional employees including classroom teachers, school counselors, librarians with a BOEE license, and nurses employed by the Carroll Community School District, except it shall not mean the superintendent, principals, director of business affairs, and all other employees of the Carroll Community School District.

SECTION 2 GRIEVANCE PROCEDURES

A. Definitions

1. Grievance

A grievance is a claim by an employee, a group of employees, or the Association that there has been a violation, misinterpretation, or misapplication of any specific provision of this Handbook.
2. Aggrieved Person

An "aggrieved person" is the person or persons or the Association alleging the violation, misinterpretation, or misapplication.
3. Party in interest

A "party in interest" is the person or persons making the grievance and any person, including the Association or the Board, who might be required to take action, or against whom action might be taken in order to resolve the grievance.
4. Principal/Supervisor

The "principal/supervisor" is the person directly responsible for the immediate supervision of the employee.

B. Purpose

The purpose of this procedure is to attempt to resolve, at the lowest possible level, grievances which may, from time to time, arise out of this Handbook.

C. Time Limits

The failure of a grievant to act on any grievance within the prescribed time limits will act as a bar to any further appeal, and, an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.

D. Procedure

1. First Step. An attempt shall be made to resolve any grievance in an informal, verbal discussion between grievant and the principal/supervisor. This must be done within five school days of the date of the grievance or his or her knowledge of its occurrence, whichever is later, but in no event later than ninety (90) calendar days.
2. Second Step. If the grievance cannot be resolved informally, the grievant shall file the grievance in writing within twenty (20) school days following the initial discussion, and, at a mutually agreeable time, discuss the matter with the principal/supervisor. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses within the Handbook allegedly violated, and shall state the remedy requested. The principal/supervisor shall make a decision on the grievance and communicate it in writing to the grievant and the Superintendent within ten (10) school days after the receipt of the grievance.
3. Third Step. In the event a grievance has not been satisfactorily resolved at the second step, the grievant shall file, within five (5) school days of the principal's/supervisor's written decision at the second step, a copy of the grievance with the Superintendent. Within ten (10) school days after such written grievance is filed, the grievant and Superintendent shall meet to resolve the grievance. The Superintendent shall file an answer within ten (10) school days of the third step grievance meeting and communicate it in writing to the grievant and the principal/supervisor.

E. Investigation

It is agreed that any investigation or other handling or processing of any grievance by the grievant shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the grievant or of the employees, unless unusual circumstances arise demanding otherwise.

F. Cooperation

The District shall furnish the grievant with such relevant information as requested for the processing of any grievance.

G. May Grievance

In the event a grievance is formally filed after May 1 and strict adherence to the time limits may result in hardship to any party, the grievant and the District shall use its best efforts to process the grievance prior to the end of the school year.

H. Form

If the grievant does not follow the grievance procedure set forth in the above section, then the District shall not be required to process the grievance through the grievance procedure.

SECTION 3 SALARIES

A. Salary

The salary of each returning employee is determined on the basis of one hundred eighty seven (187) days. New teachers' salaries are calculated on the basis of one hundred ninety (190) days. The three additional days will be prior to the start of the year. Base salary for teachers, school counselors, nurses and BOEE licensed librarians as covered in this handbook in Article I of the Master Contract.

B. Supplemental Duties

Any employee involved in supplemental duties as listed in Schedule "C" will be compensated according to Schedule "C". Unless noted otherwise, rate of pay is based on the established index and the Schedule C base salary schedule.

C. Compensation for extended employment shall be a pro-rated amount of the regular salary.

D. Credit for Experience: Full credit may be given for previous outside PK-12 teaching experience in an accredited school upon initial employment. Any employee who has been employed as licensed staff for one semester or more shall be given credit for one year.

- E. Lane Advancement: Teachers may move from one educational lane to another when enough graduate credit courses from an accredited college or staff development program courses from Heartland AEA have been successfully completed. To be eligible to move from one lane to another, teachers must submit the planned credit courses to the Superintendent before starting the course(s) in Section I of the Request for Course Approval for Movement from One Educational Lane to Another Form. In order to trigger advancement and salary adjustment, the teacher must complete Section III of the Form with the transcript showing completion of the pre-approved courses. Said evidence must be filed with the Superintendent by September 1 to adjust lanes and receive a salary increase for the current contract year.
- F. Method of Payment: Each employee shall be paid in twelve (12) equal installments on the 20th of each month. Coaches or sponsors who do not hold another position within the district will be paid their coaching/sponsor stipend over the course of that activity's regular season. When a pay date falls on a weekend or bank holiday, the pay date will be the previous regular business day.

SECTION 4 HEALTH AND MAJOR MEDICAL INSURANCE

- A. The District agrees to provide all full-time employees with health and major medical benefit coverage with at least one plan option having the monthly premium payable as outlined below:
 - 1. Full-time employee (single) premium --- 100% Board
 - 2. Dependent (family) insurance premium --- 90% Board; 10% Employee.

In the event both husband and wife are full-time employees covered under this Section, the total monthly premium paid by the District shall not exceed the cost of the full family monthly premium.

Selection of the health and major medical insurance plan and carrier will be the responsibility of the District.

- B. All full-time (30+ hours/week) employees covered by this Handbook are eligible to participate in a flexible benefit program. The flexible benefit program will be administered in accordance with Internal Revenue Code Section 125. The program will allow employees to enter into a salary reduction agreement to allow for the reimbursement for certain eligible expenses not covered by the District's health and major medical insurance. Such flexible spending accounts may be used for insurance premiums, including dental, vision, long-term disability, group term life, and cancer insurance, unreimbursed medical expenses including insurance deductibles, co-insurance payments, medical services, dental and orthodontia, vision care and equipment, prescription drugs, chiropractic, physical therapy, physician prescribed equipment, medical related transportation and dependent care.

Employees may choose to participate or not to participate in the flexible benefit program or change the level of participation each year according to the program procedures.

The costs for installation, enrollment, and annual administration of the Section 125 plan will be the responsibility of the District.

SECTION 5 SICK LEAVE

Employees will be granted sick leave per the schedule below. Sick leave will be allowed for the personal illness or medically related disability of the employee as follows:

1st year of employment	-	13 days
2nd year of employment	-	14 days
3rd year of employment	-	15 days
4th year of employment	-	16 days
5th year of employment and subsequent years		17 days

Any unused days of sick leave in any one-year shall be credited for use in subsequent years, with the maximum of 120 days so accumulated. Sick leave can be taken in hourly increments. The Board may require such reasonable evidence, as it may desire confirming the necessity of such leave.

Should the employee terminate his/her employment or be terminated for just cause, any unused accumulated sick leave shall be forfeited without recompense.

Employees can check their accumulated sick leave by logging into the online employee leave system to determine their sick leave balance. If written objection is not filed within 15 calendar days of the last day of school, the employee's sick leave balance in the online employee leave system will be deemed to be accurate.

SECTION 6 TEMPORARY LEAVES OF ABSENCE

A. Paid Leave

Employees shall be entitled to the following temporary, non-accumulative leaves of absence with full pay each school year.

B. Personal Leave

Each employee shall be permitted three (3) days leave per school year for personal reasons, providing written application to the Superintendent is made seven (7) calendar days prior to the day when the leave is to be taken. One (1) day may be carried over to the following

year with a maximum accumulation of four (4) days. The advanced notice may be waived if the occasion for the leave arises from an emergency situation. The general purpose of the leave or the word "Personal" must be stated on the form. The purpose of the leave must be one which cannot be accomplished during non-school days or hours, and shall not be taken the day before or after a school holiday or vacation period/and/or during the first five days or last five days of the school year. The leave may be taken in hourly increments. Leaves are specifically prohibited during any form of work stoppage. Personal leave days not used during the year will be paid at the substitute rate established by the District in June unless the employee chooses to carry over up to one (1) day to the following year so long as the carry over does not take them over the maximum balance of four (4) days. If the employee chooses to carry over up to one (1) day, the request must be made in writing to the Employee Benefits Coordinator by May 31st. The building principal may deny personal leave requests if there are already three teachers taking personal leave that day.

CEA staff may go to a Carroll CSD event that their child is in without using personal leave. The employee will work with the building principal to ensure their classes and/or duties are covered while they are absent.

An employee with a unique life event may request the use of personal leave during the first five days and last five days of the school year or to extend a break or holiday. The request will be considered by a committee that consists of the superintendent, two teachers from the building from which the request is made, and the building principal.

An employee who has accumulated the maximum amount of sick days (120 days) as of June 30 (before new days for the new year are added) may trade 10 sick days for one additional personal day one-time annually, with notification to the district office by September 15th

C. Employees shall check all leave balances on the automated leave system. If written objection is not filed within 15 calendar days, the employee's leave balance in the automated leave system will be deemed to be accurate.

D. Bereavement Leave

Up to five (5) days of leave shall be granted in the event of the death of an employee's spouse, employee's child, employee's son-in law, employee's daughter-in-law, employee's parent, employee's step-parent, employee's step-child(ren), employee's grandparent, employee's father-in-law, employee's mother-in-law, employee's brother, employee's sister or employee's grandchild. Up to three (3) days of leave shall be granted in the event of the death of an employee's brother-in-law, employee's sister-in-law, employee's spouse's grandparent, employee's niece, employee's nephew, employee's aunt, employee's uncle, employee's step-sister, employee's step-brother, and employee's cousin. In the event of the death of an employee or a student in the district, the Superintendent of said employee or

student shall grant to an appropriate number of employees sufficient time to attend the funeral.

E. Association Leave

A maximum of four days total each school year shall be permitted for employees to attend the ISEA Delegate Assembly. Two additional days may be used for Association activities related to instructional improvement. In those years when a member or members of the Association is/are on a state or national Education Association Board (ISEA, NEA), up to an additional six days total shall be provided for use by each employee(s) on such board(s). Request for said leave must be processed through the principal at least seven (7) calendar days prior to the first day with the Association paying the cost of the substitute if one is hired. The district will not pay any of the meeting or transportation expenses.

F. Emergency Leave

Application for emergency leave must be made to the superintendent. The leave is to be used when personal leave is inapplicable or when personal leave is exhausted. The circumstances communicated to the superintendent must show need. The cost of the substitute (rate set by the District annually) will be deducted from the employee's pay. The decision of the superintendent is final and is not subject to Section 2, Grievance Procedures.

G. Family Illness Leave

An employee shall be granted up to eight (8) days per year of accumulated sick leave for illness of a spouse, child(ren), grandchild, parent, or parent-in-law. These eight (8) days shall be deducted from the employee's sick leave accumulation.

H. Leaves not specifically defined in this Handbook shall be taken as unpaid leave.

I. Licensed Employee Sick Leave Bank

1. Establishment - A sick leave bank for employees covered under this handbook will be established for those who choose to participate for the use of additional sick leave for eligible leaves when the employee's sick and personal leave have been exhausted. The bank year will be the contract year and unused leave in the bank in one year will carry over to the following bank year to a maximum of 120 days. Unused days in the bank will not be returned to participating employees.
2. Participation – prior to September 15th^{of} each school year, or within 20 days of hire date, whichever is later, employees may voluntarily elect to donate one day of sick leave to the bank. Once an employee contributes a day, they are considered to be enrolled for that bank year. Participation is determined annually.

3. Oversight – A committee of three individuals will oversee the bank: the Carroll Education Association president (or designee), Superintendent (or designee), and Board Secretary. Requests for use of sick bank leave will be reviewed and the decision will be communicated within 15 business days after completed paperwork is submitted to the Board Secretary. Oversight committee members will not rule on an application of their own, or on that of a spouse, parent, or member of their household.
4. Eligibility - In order to be eligible to receive sick leave from the bank, employees:
 - a. must participate in the bank year by contributing one (1) day to the bank by the deadline noted in 2.
 - b. must qualify for leave under this handbook
 - c. have exhausted their own paid leave balances
 - d. must have a need for leave that qualifies under FMLA (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 or child with a serious mental or physical health conditions). When using for the birth, adoption or foster placement of a child, the sick bank leave may only be used for the first 6 weeks of the leave (up to the maximum of 15 days).
 - e. have not yet met the elimination period for long term disability benefits
5. Use - Use of sick leave from the bank is not intended for an employee to use on a day-to-day basis, that is, donated sick leave days will not be available for a brief absence of one or two days. In order to use sick leave in the bank, an employee:
 - a. must make application to the Board Secretary on the form in the appendix of this handbook
 - b. has turned in a Family and Medical Leave Request per policy 427
 - c. may be granted up to 15 days per bank year

Use of sick bank leave days granted by the oversight committee will commence the first contract day after the exhaustion of the employee's sick and personal leave days and will continue until one of the following:

- a. the employee has received their physician's approval to return to work
- b. the employee has exhausted the maximum of 15 days of the sick leave bank
- c. the reason for qualifying leave has ended, or
- d. the employee has reached the waiting period for long-term disability benefits to start

An employee may be approved to use hours from the sick leave bank for up to two (2) consecutive years (if participating and eligible) but will not be eligible for use of the sick leave bank for one bank year after utilizing sick leave bank hours for two (2) consecutive years.

SECTION 7 EXTENDED LEAVES OF ABSENCE

A. Association

A leave of absence without pay for up to one (1) year may be granted to any employee for the purpose of serving as an officer or an affiliate of the Association.

B. Public Office

A leave of absence without pay for up to two (2) years may be granted to any employee, upon application, for the purpose of serving in a state or national public governmental office.

C. Family Illness

A leave of absence without pay for up to one (1) year may be granted for the purpose of caring for a member of the employee's immediate family with a serious illness. "Serious illness" is an illness, which jeopardizes life.

D. Educational Improvement

The District will give serious consideration to granting a leave of absence without pay for up to one year to an employee upon application by March 1 of the year preceding the leave of absence for the purpose of engaging in study at an accredited college or university in a reasonably related field of professional study to the employee's current assignment. The following conditions shall be met before such leave is taken:

1. The employee must have served the District for a minimum of five (5) school years.
2. The District is able to find a suitable replacement by June 1, of the school year preceding the year of absence.
3. The employee agrees to pay the advertising cost of finding the replacement.
4. Only two (2) employees can be granted such leave in a given year. No more than one shall be from grades 7-12 and no more than one from grades K-6.
5. The employee will be placed on the proper lane of the salary schedule when returning to the District in the same category of employment and returned to at least the same salary amount prior to the Educational Improvement Leave.

SECTION 8 EMPLOYEE WORK YEAR

In School Work Year

A. Regular Contract

The in school work year for employees under this contract shall be 187 days. New personnel may be required to attend additional days of orientation.

B. Extended Contract

Employees on extended contracts shall have their per diem computed on 1/187th of the employee's regular salary.

C. Non-Attendance

Employee attendance shall not be required whenever student attendance is not required due to inclement weather or other emergency closings. Employees may be required to stay for up to 30 minutes after all students are dismissed on days when school is dismissed early due to inclement weather or other emergency closings.

SECTION 9 EMPLOYEE HOURS

A. Work Day

1. The principal shall establish the working hours of the employees in his/her building to give the best practical supervision of children at all times.
2. Direct instruction of students before the normal beginning or after the normal ending of the student day shall be by the mutual agreement between the principal and the employee.
3. Nurses and Title I teachers assigned to non-public schools shall work the same hours as employees covered by this Handbook.

B. Teaching Load

The daily teaching load shall not exceed six (6) hours of pupil contact per day.

C. Lunch Periods

1. Grade Level and Other

Employees in grades K-8 shall have a daily, uninterrupted, duty free lunch period of at least 30 minutes. Employees in grades 9-12 shall have a daily, uninterrupted, duty free lunch period of at least 25 minutes and shall have at least 30 minutes when they are not assigned duties.

2. Leaving the Building

Employees may leave the building without requesting permission during their scheduled duty free lunch periods, and with permission, during their preparation time.

SECTION 10 REDUCTION OF STAFF

A. Coverage

All employees under this Handbook.

B. Reduction

1. If by reason of decline in enrollment, budgeting limitations, or reduction of program, all in the sole and exclusive judgment of the District, a reduction in staff is required, the administration shall premise its decision as to subsequent contract renewals on the relative ability, skill, competence, and qualifications of the available employees to do the available work within the following categories:
Pre-kindergarten through 6th and 7-12 (within curriculum areas).
2. Relative ability, skill, competence, and qualifications will be determined by the evaluation procedures as set forth in Section 13.
3. If this requires a choice between two or more employees with equal skills, ability, competence, and qualifications, contract renewals will be given to the employee or employees with the greater full time equivalent continuous length of service in the District.

C. Recall

1. If there is a vacancy in a negotiating unit position, employees who are certified to perform the work in question will be recalled in the order of the employee most recently laid off being recalled first. In the event that the vacancy includes assignments which require certification in more than one endorsement and/or approval area, the District will be required to fill the vacancy using this recall provision only when the employee(s) to be recalled meet all certification requirements. When a vacancy, for which two or more properly certified employees who were simultaneously laid off occurs, the District reserves the right to choose the employee to fill the vacancy.
2. Notice of recall will be given by certified mail to the address given to the District by the employee. A copy of the notice will be given to the Association president. If an employee fails to respond by certified mail within ten (10) days after the above notice of recall, the employee will be deemed to have refused the position offered.
3. An employee who has been terminated by reason of staff reduction will be placed on the recall list simultaneously with the official action of the District terminating his/her contract and shall remain on the recall list for a period of one year from the commencement of the school term following said official action.

SECTION 11 HEALTH PROVISIONS

Each employee shall file with the Secretary of the Board, at the beginning of service in the District, a written report of a medical examination by a physician of his or her choice, certifying his or her physical fitness to perform his or her assigned duties and freedom from communicable disease. The District may require an intervening examination when, in its judgment, such an examination is relevant to the employee's performance and status.

SECTION 12 SAFETY PROVISIONS

A. Employee Facilities

Each school site shall maintain the following safety provisions for employees:

1. Protective Devices

Such special protective clothing, special equipment, and special devices (all protective in nature) as may be required by the employee to perform the assigned duties. All such items shall be provided without charge to the employee.

B. Protection of Property and Person

1. Use of Lawful and Reasonable Force

An employee may, if within the scope of his or her employment and within the existing Board policy, use such force as is lawful, reasonable, and necessary under the circumstances to protect his or her person or to protect third persons or property.

2. Action Against an Employee

Whenever a legal action is brought against an employee resulting from the performance of assigned duties, the District shall provide the employee with legal defense. This is applicable only to civil actions and not applicable to any actions or punitive or exemplary damages. This paragraph shall be applicable only when the District has in effect a liability insurance policy covering said action.

C. Reimbursement for Personal Property Damage

The District shall reimburse employee for reasonable market value of any clothing or other personal property substantially damaged or destroyed while said employee was acting in the discharge of his lawful duties and within the scope of his employment and within then

existing Board policy, provided that the damage did not occur as the result of negligence of the employee.

D. Reporting Assaults

Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate supervisor and to the police.

E. Bomb Threats

When a school official is notified of a bomb threat, which appears reasonably substantiated, the affected building shall be evacuated of all persons until a reasonable search reveals the bomb or lack thereof.

F. First Aid

The District shall provide, within reason, equipment to give emergency first aid treatment for employees.

SECTION 13 EVALUATION

A. Definitions

1. Observation is defined as the act of seeing employees in the performance of their job related duties.
2. Evaluation is defined as the act of measuring employee performance with such measurement in writing and based upon observations or factual information related to job performance when the evaluator does not directly observe that performance.
3. Evaluator is defined as the person designated by the Superintendent to evaluate each employee.
4. Summative Review – is defined as the conference between the evaluator and employee to review all documentation and artifacts collected that support the Iowa Teaching Standards and Criteria.
5. Comprehensive Review – is defined as an evaluation conference between the evaluator and employee to review the comprehensive evaluation document.

B. Orientation

1. Within six (6) weeks after the beginning of the employee work year, the Superintendent or his/her designee shall inform each employee covered by this

Handbook of the evaluation procedures, criteria, and instrument(s) to be used.

2. At the time of such orientation, the Superintendent or his/her designee shall inform employees which District administrator will observe and evaluate them.
3. No observation and evaluation shall take place until the orientation has been completed.

C. Observation and Evaluation Procedures

1. Observations - All formal classroom observations of an employee shall be conducted with the full knowledge of the employee. The administrator will advise the employee at the beginning of these formal classroom observations that he/she is there for the purpose of evaluation. Each observation shall be a minimum of 30 minutes in length.
2. Evaluations - All evaluations shall be in writing.
3. Copy of Evaluation - A copy of each evaluation shall be given to the employee within ten (10) school days following the observation. When evaluation of an employee becomes necessary regarding matters not directly observed by the evaluator, that written evaluation shall be given to the employee within ten (10) school days following the evaluator's knowledge of the facts relative to the matter.
4. Observation Conference - A conference shall be held between the employee and the evaluator to discuss the written evaluation within ten (10) school days following the observation. When evaluation of an employee becomes necessary regarding matters not directly observed by the evaluator, a conference shall be held between the employee and the evaluator to discuss the written evaluation within ten (10) school days following the evaluator's knowledge of the facts relative to the matter.
5. Right to Respond - If the employee believes that a written evaluation is incomplete, inaccurate or unjust, the employee may submit written objections within 10 school days, from the date of receiving the written evaluation and have them attached to the evaluation to be placed in the employee's personnel file. The file copy of such objections shall be signed by both parties to indicate awareness of the content.

D. Evaluation System Tiers

1. Tier One Employees

- a. Employees in their first or second year of the profession, or employees who are in their first year of employment in the District.
- b. The cycle of Tier 1 employees shall consist of both formal and informal observations initiated by the evaluator.
- c. The evaluator shall conduct a minimum of three formal observations and a minimum of two informal walkthroughs.
- d. At least one of the formal evaluations shall include a pre-observation conference and a post-observation conference between the evaluator and the employee. The post-conference shall be held within ten (10) school days following the observation, unless the employee and evaluator mutually agree.
- e. These observations shall be spread over a period of time to allow for professional growth and shall be conducted by April 15 of each year.
- f. Employees in Tier 1 will be involved in a minimum of one summative conference in year one – conducted by April 15 and documented as required by the state of Iowa.
- g. In year two (year one for employees new to the District), employees in Tier 1 will be involved in a comprehensive review on or before April 15. This comprehensive review will be submitted to the Superintendent's office.

2. Tier Two Employees

- a. Tier 2 is for licensed employees who are not in Tier 1 or 3. In Tier 2, a three-year evaluation cycle will be established by the evaluator except when movement to Tier 3 occurs. The review shall include, at a minimum, observation of the employee, employee's progress and implementation of the employee's IPDP, supporting documentation from other evaluators, employees, parents, and students; and may include video portfolios as evidence of practices.
- b. During year one of the cycle, the evaluator and employee will develop an Individual Professional Development Plan linked to the District's Comprehensive School Improvement Plan. This plan must be submitted to the evaluator by October 1.
- c. Each year of the three-year cycle, the evaluator shall conduct a minimum of two walkthroughs. The evaluator may also formally observe the employee at any time the evaluator determines; however, the evaluator shall formally observe the employee a minimum of at least once during the three-year

cycle. At least one formal evaluation shall include a pre-observation and a post-observation conference between the evaluator and the employee. The post-conference shall be held within ten (10) school days following the observation, unless the employee and evaluator mutually agree.

- d. By May 30 of each year, the employee and evaluator will meet to review progress on the Individual Professional Development Plan and on the collection of evidence to support the Iowa Teaching Standards and Criteria.
- e. The evaluator will conduct a summative review at least once every three years. The employee will provide the evaluator with artifacts, which are linked to the Iowa Teaching Standards and Criteria and the employee's Individual Professional Development Plan.
- f. By April 15 of each year, the evaluator shall make one of the following recommendations to the Superintendent:
 - i. The employee demonstrated growth in the goal area(s) of the IPDP, Iowa Teaching Standards and Criteria and no change is recommended to the employee's contract.
 - ii. The employee has not demonstrated growth in the goal area(s) of the IPDP and the evaluator has determined that the employee is in need of Intensive Assistance. Intensive Assistance shall be provided for a period not to exceed six (6) calendar months. A summative review will be scheduled near the completion of Intensive Assistance.

E. Review of Evaluation Documents

Any complaints or other documents which are evaluative in nature shall be dated and shall be called to the employee's attention in writing within five (5) school days after placement in the employee's personnel file.

F. Supplemental Salary Assignment Observation and Evaluation

This procedure may be used for the evaluation of job performance of Supplemental Duty assignments and Extra Duty assignments.

SECTION 14 TRANSFERS

Definition: A vacant position or vacancy exists when a current position is vacated because of the death, retirement, resignation or termination of an employee. The granting of a leave of absence when an employee is expected to return, does not create a vacancy.

A. Voluntary Transfers

1. Movement to a vacant position from one building, grade level or subject area to another building, grade level or subject area, based upon the request of the employee, is a voluntary transfer.
2. Notification
 - a. Upon knowledge of a vacancy which occurs during the school year, the superintendent shall post the vacancy in all attendance centers. The notice shall be posted at least six school days.
 - b. Notification of a vacancy which occurs during the summer will be sent to all employees who have made application for voluntary transfer by June 1.
3. An employee who desires a transfer to a vacant position shall file a written or verbal request with the superintendent stating the grade, subject and/or attendance center to which the employee desires to transfer. A written request will be sent to the superintendent postmarked no later than six days following a verbal request for transfer. Such requests shall be submitted within six days from the date the vacancy is posted or six school days from the postmark if notification is by mail. An employee may request one transfer in a school year.
4. Approval of a voluntary transfer request shall be granted if the best interests on the District will be served. A transfer to a vacancy shall be based upon the relative skill, ability, competence, evaluation, experience, academic preparation, certification, and co-curricular duties. When comparing persons on relatively equal skill, ability, competence, evaluation, experience, academic preparation, certification, and co-curricular duties, the employee with the greater full time equivalent continuous length of service to the District shall be transferred first.
5. Notice of the denial of a voluntary transfer request shall be given to the employee in writing.
6. A voluntary transfer shall not result in the loss of any continuous service rights that may have been accrued by the employee under this Handbook.
7. This section does not preclude management from advertising, accepting applications, and interviewing individuals from outside the bargaining unit. An individual may be hired from outside the unit if the applicant's qualifications are higher than those of the employee requesting a transfer.

B. Involuntary Transfers

1. Movement of an employee to a vacant position from one building, grade level or subject area to another building, grade level or subject area as determined and directed by the District and not based upon the request of the employee, is an involuntary transfer. A reassignment necessitated by the closing/opening of a facility, the elimination/addition of a program, a change of program or staff reduction, is an involuntary transfer.
2. Notice of an involuntary transfer shall be given in writing to the affected employee as soon as practical.
3. Involuntary transfers will be considered only when the best interests of the District will be served. Transfers shall be based upon the relative skill, ability, competence, evaluation, experience, academic preparation, certification, and co-curricular duties. When comparing persons on relatively equal skill, ability, competence, evaluation, experience, academic preparation, certification, and co-curricular duties, the greater full time equivalent continuous length of service to the District by the employees, shall govern, i.e., to the employee with the least service, who is properly certificated, shall be transferred first.
4. An involuntary transfer shall be made only after a meeting(s) between the employee involved and the superintendent. The meeting(s) may include the employee's immediate supervisor. A representative of the Association may participate in the meeting(s) at the employee's request. The reasons for the transfer will be discussed at the meeting(s).
5. An involuntary transfer shall not result in the loss of any continuous service rights that may have been accrued by the employee under this Handbook.
6. An employee shall not be reduced on salary schedule placement as a result of an involuntary transfer.

- C. All transfer decisions shall be made by the superintendent or his/her designee after receiving recommendation(s) from the immediate supervisor(s) involved.

SECTION 15 IN-SERVICE/STAFF DEVELOPMENT TRAINING

A. In Service/Staff Development Committee

An in service/staff development committee, with employee and District representation, shall be established for the purpose of making recommendations to the District on the structure and content of the District's in service/staff development training program.

B. Professional Development

The District agrees to provide, upon application by the employee and acceptance by the Superintendent, the necessary funds for employees who desire to attend professional conferences. Travel, meals, lodging, and registration fees shall be deemed appropriate expenses, as well as cost of the substitute employee needed to relieve the participating employee. An employee attending such conferences shall be granted sufficient leave time to attend without loss of compensation.

SECTION 16: SECTION 504 NOTICE OF NONDISCRIMINATION

Carroll Community School District Title IX Notice of Non-Discrimination

Students, parents, employees and others doing business with or performing services for the Carroll Community School District are hereby notified that this school 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: Ms. Amy Collison (acollison@carrolltigers.org); Adams Elementary, 1026 N Adams St., Carroll, Iowa, 51401; 712-792-8040; other grievances or complaints related to the District's nondiscrimination policy may be directed to the District's Equity Coordinator, Ms. Amy Collison (acollison@carrolltigers.org); Adams Elementary, 1026 N Adams St., Carroll, Iowa, 51401; 712-792-8040.

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).

STAFF PERSONNEL

Series 400

Policy Title: Placement on Salary Schedule - Licensed Employee

Code No.: 486

Continued education on the part of licensed employees may entitle them to advancement in compensation. Licensed employees who have completed additional hours may be considered for advancement. The board may determine which licensed employees will advance in compensation for continued education keeping in mind the financial condition of the school district, the education and experience of the licensed employee, the educational philosophy of the school district, and any other items deemed relevant by the board.

Licensed employees who wish to obtain additional education for advancement must notify the superintendent or designee by February 1st of the school year preceding the actual year when advancement occurs. The superintendent has the discretion to approve credit outside the employee's area of endorsement or responsibility.

It is the responsibility of the superintendent to make a recommendation to the board for the advancement of a licensed employee.

Date of Adoption/Revision:

August 1983
December 1986
August 10, 1987
August 1992
August 1995
August 1997
June 1998
June 1999
June 2001
June 2004
July 2007
August 2013
October 2016
September 2018
August 2024

CARROLL COMMUNITY SCHOOL DISTRICT

REQUEST FOR COURSE APPROVAL FOR MOVEMENT FROM ONE
EDUCATION LANE TO ANOTHER

(See Board Policy No. 486 on reverse side)

I. COURSE APPROVAL

TITLE OF COURSE (LIST UP TO 4 COURSES)

NO. OF SEMESTER HOURS

Teacher's Signature _____ Date _____

II. SUPERINTENDENT'S TENTATIVE APPROVAL:

The above coursework is tentatively approved, contingent upon #4 below. Superintendent's

Signature _____ Date _____

III. SUPERINTENDENT'S FINAL APPROVAL:

I have received "Proof of Completion" and hereby give final approval to the above
coursework as partial credit toward movement to the next education lane on the salary
schedule. Superintendent's Signature _____

Date _____

PROCEDURE NOTES:

1. Sections I and II of the above form must be completed before starting a course.
2. Complete Section III after the course has been completed. Attach a grade slip or transcript and return to the superintendent. If transcript does not indicate “GRADUATE” hours, please provide documentation that the course was taken for graduate credit.
3. When enough hours have been accumulated to qualify for a salary adjustment, send a letter to the superintendent requesting the appropriate contract modification. This must be done by February 1st to qualify for a salary adjustment for the current contract year.
4. Only graduate credit courses from an accredited college or Staff Development Program courses from Heartland AEA will be considered for an Education Lane change on the salary schedule.

Approval/Revision:

August 2013
October 2016
September 2018

Carroll CSD Staff Sick Leave Bank Request Form

Donated sick leave days will be available only to those employees who:

1. have donated at least one (1) day of sick leave to the sick leave bank in the contract year that donated leave would be used,
2. Qualify for leave under their respective handbook or non-bargaining policy
3. have used all of their paid leave days (sick leave days and personal leave days),
4. have not yet met the elimination period for long term disability insurance, and
5. Have a need for leave that qualifies under FMLA (birth, adoption or foster placement of a child with you; your own serious mental or physical health condition that makes you unable to work; to care for your spouse or child with a serious mental or physical health condition).

Donated sick leave days will not be available to an employee on a day-to-day basis, that is, donated sick leave days will not be available for brief absences such as one or two days. Up to fifteen (15) donated sick leave days per year may be allocated to each eligible participant.

Eligible Family and Medical Leave Requests from Sick Leave Bank:

- A. ____ Birth of a son or daughter of the employee in order to care for that child prior to the first anniversary of the child's birth.
- B. ____ Placement of a son or daughter with the employee for adoption or foster care prior to the first anniversary of the child's placement.
- C. ____ To care for a spouse or child of the employee who has a serious health condition.
- D. ____ Employee's serious health condition that makes the employee unable to perform the essential functions of the employee's position.

Employee's Name _____ Position/Job Title _____

of Days Requested _____

Anticipated Dates donated days will be used: _____

Employee Signature _____

Today's Date _____

TURN IN COMPLETED FORM TO BOARD SECRETARY IN ADVANCE OF LEAVE

(This section to be completed by Board Secretary)

Date Received by Board Secretary _____ Approved/Denied: A or D

If denied, reason: _____ # of Days Approved: _____

Board Signature _____ Date: _____

Group: CEA or CESA/Non-Bargaining

One copy to employee, one copy to employee file, and one copy to Employee Benefits Coordinator

EMPLOYEE ACKNOWLEDGEMENT FORM

This employee handbook describes important information about employment with the Carroll Community School District. Since the information, policies, and benefits described herein are necessarily subject to change, I acknowledge that revisions may occur and that such changes will be communicated to me through official notices. Only the Board of Directors of the Carroll Community School District has the ability to adopt any revisions to this handbook.

I acknowledge this handbook is not a contract of employment. I have received the handbook and I understand it is my responsibility to read and comply with the provisions of this handbook and any revisions made to it.

Employee Name (Printed)

Employee Signature

Date