



Eddyville-Blakesburg-Fremont Community School District

Staff Handbook

2023-2024

Eddyville-Blakesburg-Fremont Mission Statement

The Mission Statement of the Eddyville-Blakesburg-Fremont Community School District is to provide a quality education which cultivates Iowa students to be collaborative and productive citizens.



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INTRODUCTION

This Employee Handbook has been prepared for all staff members. The provisions described herein are the terms and conditions governing employment in the Eddyville-Blakesburg-Fremont School District and compliance with them is required.

Certified staff members who are in the bargaining unit covered by the collective bargaining contract between the Eddyville-Blakesburg-Fremont Education Association will be referred herein to the terms of the valid collective master agreement for those provisions that are still governed by that contract. For those terms and conditions of employment that are not addressed by the contract, the provisions described herein are binding and compliance with them is required.

Classified staff members who are in the bargaining unit covered by the collective bargaining contract between the Board of Education (Board) and the Laborers International Union of North America, Local #177 (Union) will be referred herein to the terms of the valid collective bargaining contract for those provisions that are still governed by that contract. For those terms and conditions of employment that are not addressed by the contract, the provisions described herein are binding and compliance with them is required.

This Employee Handbook is a collection of selected employment policies and administrative guidelines, as well as rules and regulations of the Eddyville-Blakesburg-Fremont School District. It has been prepared to acquaint all staff members with the policies and administrative guidelines, rules, and regulations that govern their employment in the District, and to provide for orderly and efficient operation in the District.

This Handbook also outlines the procedures to use in procuring merchandise, requesting reimbursement for travel expenses, issuance of school district checks, and other business related functions.

External auditors of public funds require a strict accounting of all school district funds. The District Office has included these procedures, which if followed, will provide a clear accounting trail to all district related transactions.

Please keep in mind the District Office makes every effort to handle items related to business functions of the district efficiently, while still following the stringent laws of the Iowa Code.

All forms referred to in these procedures may be obtained at either the building or district offices.

It is each staff member's responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and/or the administrative guidelines promulgated by the administration that are available electronically on the District website, as well as the rules and regulations contained herein.

If you have questions regarding any of the Board Policies, administrative guidelines, rules or regulations set forth in this Handbook, or about matters which are not covered, please direct them to your immediate supervisor or contact the Human Resources Department.

EQUAL EMPLOYMENT OPPORTUNITY

The District and the Board will not discriminate on the basis of age (except for permitting/prohibiting students to engage in certain activities), race, color, national origin, religion, sex, disability, sexual orientation, gender identity or marital status (in programs), gender, socioeconomic status (in programs), creed, or genetic information (in employment) in admission or access to, or treatment in, its programs and activities and in employment practices, pursuant to Title IX of the Education Amendments of 1972, Title VI and Title VII 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.

The District has adopted grievance procedures for processing complaints of discrimination. If you have questions or a grievance related to sex discrimination pursuant to Title IX, please contact Mary McCrea, Title IX Coordinator, 222 Walnut St, Eddyville, Iowa 52553, 641-969-4226, mary.mccrea@rocketsk12.org, or the 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). If you have questions or a grievance related to any other provision of this policy, please contact April Glosser, Equity Coordinator, 222 Walnut St, Eddyville, Iowa 52553, 641-969-4226.

DISCLAIMER STATEMENT

This Employee Handbook has been prepared for informational purposes only. None of the statements, policies, and administrative guidelines, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. Furthermore, any staff member who violates any of the terms and conditions of employment set forth in the Employee Handbook may be subject to disciplinary action. The District will follow Iowa Code and/or Board Policy on any issues/Items not covered by the Employee Handbook

HANDBOOK SUBJECT TO CHANGE

Although every effort will be made to update the handbook on a timely basis, the Eddyville-Blakesburg-Fremont Community School Board of Directors reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without employee approval. Changes will only be made after deliberation at a public meeting.

COMPENSATION AND BENEFITS

METHOD OF PAYMENT

Employees will be paid bi-monthly on the 5th and 20th of every month. If the 5th or 20th falls on a Saturday or Sunday, employees will be paid the Friday proceeding.

TIME CLOCK

All classified employees are required to use a time clock to track their time worked. Time clocks will be in a centralized location of each school building. Employees will be expected to clock in and out of their daily shift. All time sheets will be approved bi-monthly by the supervisor and submitted to the HR/Payroll Specialist. Any adjustments to the actual times logged in the system will need to be made by the employee's supervisor with a noted reason for the adjustment.

HOURS OF WORK

Please refer to the appropriate Master Agreement.

SUPPLEMENTAL PAY

PARA-EDUCATORS:

\$1.00/hour assigned to a student 1:1
\$2.00/hour assigned to a student health issues
\$2.50/hour assigned to a student with severe behavior

TRAINING & CERTIFICATIONS

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.

If any employee is required by the District to have additional training, the District shall pay the cost associated with that training. This is training beyond what the state or federal government may require for your position. If the District requires the attendance of a bus driver at a meeting or class, that is in addition to those required for the employees' licensure to operate a bus or those required by the state for all bus driver employees, the District will pay the established hourly rate per the classified master agreement. For other classified staff employees, if training is required by the EBF District, hourly employees shall receive their normal hourly wage per hour for such training.

INSURANCE

The District agree to provide to all employees as listed below the following health insurance coverage:

Twelve-month (12) employee working eight (8) hours a day:	100% paid towards medical plan
Nine-month (9) employee working over thirty (30) hours a week:	80% paid towards medical plan
All Bus Drivers:	80% paid towards medical plan

Eligible staff members who are provided coverage under fully insurance group health plans are assured the privacy protections required by Federal and State law.

LIFE & LONG-TERM DISABILITY INSURANCE

Life Insurance and Long-Term Disability Insurance will be provided to staff members who are employed 35 hours per week or more in accordance with the group plans. The District premium contribution will be 100%.

ACTIVITY PASSES

Employees that volunteer to serve in some capacity during school activities and events (ticket seller, ticket takers, etc.) for two (2) different event will earn a family activity pass. Helping with these activities are strictly voluntary and off the clock. The activities director has full discretion on determining if employees are eligible for this family activity pass.

LEAVES OF ABSENCE

LEAVE OF ABSENCE

In order to accomplish the goals and mission of the Eddyville-Blakesburg-Fremont School District, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of the workday. Employees must notify their building administrator of all times when they will be absent. Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action.

Leaves of absence without pay are not encouraged. Any request for a leave of absence without pay should be discussed with the superintendent at least ten (10) days in advance of the request. Leaves of absence without pay will be authorized for purposes which the superintendent considers necessary.

Every classified employee must submit leave requests to their supervisor and communicate with the supervisor in a timely manner. Failure to do so is reason for disciplinary action. Leave request forms are available at all building offices.

The district utilizes Frontline Absence Management for certified employees, an automated absence management system to track all employee leaves and absences. If an employee is planning to be away from work or has missed work for any reason, he/she must log onto the Frontline Absence Management system and complete a leave/absence request. All absences must be properly approved by administrators/supervisors through Frontline Absence Management.

Please refer to the appropriate Master Agreement for specific details regarding absences.

ATTENDANCE-NO CALL/NO SHOW

All employees are expected to arrive on time, ready to work, every day they are scheduled to work.

If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact the supervisor as soon as possible. Voice mail and e-mail messages are not acceptable except in certain emergency circumstances.

Excessive absenteeism or tardiness will result in discipline up to and including termination. **Failure to not show up or call in for a scheduled shift without prior approval may result in termination. If an employee fails to report to work or does not call in to inform the supervisor of the absence for 3 consecutive days or more, the employee will be considered to have voluntarily resigned employment.**

EMPLOYEE PROBATIONARY STATUS

The first 30 calendar days of a newly employed classified employee's contract are a probationary period. "Day" is defined as one work day regardless of full-time or part-time status of the employee. New employees, regardless of experience, are subject to this probationary period.

"New employees" includes individuals who are being hired for the first time by the school district and those who may have been employed by the school district in the past, but have not been employed by the Board during the school year prior to the one for which contracts are being issued.

During the probationary period, a classified employee may accumulate leave and benefits but may not access them until the probationary period has been completed.

Only the Board, in its discretion, may waive the probationary period.
Iowa Code 279.8

Accident Reporting

In the case of workplace injury employees must report all accidents to the immediate supervisor. Supervisors should inform the school nurse and send a completed incident report to the district office.

- Supervisor/Injured worker then calls the injury hotline at 1-888-375-0284
- Company Nurse gathers information over the phone and helps the injured employee access appropriate medical treatment.
- A Staff Medical Incident Report Form must be filled out and reviewed by the school nurse.
- More information, phone numbers and forms can be found at all building offices.
- All information must be sent on to the district office as soon as possible.

EMPLOYEE RELATIONS

EVALUATION PROCEDURES

Evaluation of employees on their skills, abilities, and competence is an ongoing process supervised by the superintendent. The goal of the formal evaluation of classified employees is to maintain a staff that meet or exceed the Board's standards of performance, to clarify each classified 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 administrators and other employees.

JOB POSTINGS

The District will post any vacancies or newly created jobs within the bargaining unit for five (5) days internally and then open to the public by posting to the Teach Iowa website.

REDUCTION IN STAFF

The Board may reduce the support staff as necessary. Such staff reductions will be made in compliance with Board Policy. The Board has the exclusive authority to determine the appropriate number of employees. A reduction of employees may occur because of, but not be limited to, changes in the education program, staff realignment, changes in size or nature of student population, financial situation considerations, and other reasons deemed relevant by the Board.

The reduction in employees will be done through normal attrition if possible. If normal attrition does not meet the necessary reduction in force required, the board may terminate employees.

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

1. Work Record
2. Skills
3. Experience / Seniority

Due process for termination due to a reduction in force will be followed.

STANDARDS OF CONDUCT IN THE WORKPLACE

DRESS CODE

Dress code should match the expected duties of the position hired for, speak to your direct supervisor for guidance. Any clothing which could be deemed unsafe or otherwise inappropriate could result in disciplinary action. Clothing deemed inappropriate will be discussed with the employee.

EMPLOYEE USE OF CELL PHONE

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

E-MAIL COMMUNICATION AND IOWA'S OPEN RECORDS LAW

Iowa Code Chapter 20 is Iowa's Open Records Law. A public record includes e-mail messages sent and received by a school district employee on a school owned computer. Just because the emails are public records does not mean that every word within the communication should be released to a requester. Items that potentially could be expunged (e.g., omitted by using white-out) may include student's names, parent's names, home addresses, other home information, social security numbers, etc. What information, if any, gets expunged depends on the context and intent of the e-mail. Some senders of e-mails to district employees have some limited rights of privacy of their identity, again depending on all of the facts and circumstances. Because emails to and from a district employee on a school computer comes under the jurisdiction of the Open Records Law, it is important that school district employees exercise a high level of responsibility when using e-mail as a communication tool.

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.

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.

CONFIDENTIAL RECORDS/INFORMATION

School employees are entrusted with confidential information – whether it be about students or fellow employees. Employees must not disclose confidential student information publicly. *The most common infraction is discussing student discipline outside the school environment* Much care and judgment must be exercised in the handling of confidential information. A break in confidentiality can result in disciplinary action and expose the employee to personal liability for violation of privacy laws

TECHNOLOGY USE/SOCIAL MEDIA

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.

DISTRICT BUSINESS PROCEDURES

Failure to follow district business procedures could result in a verbal reprimand, written reprimand or termination.

REVENUES AND DEPOSITS

Guiding Principles:

- The District has a fiduciary responsibility to our public that the money being collected is secure and is used to support the mission of the district.
- Handling funds in a public school is a serious matter governed by the State of Iowa and by policies set by the Eddyville-Blakesburg-Fremont Board of Education.
- All money collected shall be processed through the respective Eddyville-Blakesburg-Fremont School District accounting funds. That means under no circumstance should an employee use an outside bank account or use their personal bank account for school business.
- Cash kept at school overnight should be at an absolute minimum.

All checks payable to EBF CSD must be deposited to a school bank account.

Checks need to be made payable to EBF. Do not accept two-party checks. All printed material (e.g., fundraising, athletic camps, etc.) need to indicate that checks must be made payable to Eddyville-Blakesburg-Fremont Community Schools.

Whenever possible, cash collections should be received directly from students in the building office. The office will write a three-part receipt. One copy is given to the student to return to the teacher or sponsor, one copy is kept at the building office, and one copy is sent to the District Office along with the cash.

In the limited times whereby sponsors/teachers do collect money from students, the sponsor/teacher is responsible for documenting the date money was received, student name, and the amount of money collected from each student. The sponsor/teacher should turn in this documentation, along with the physical cash and/or checks, to building office personnel on a **daily** basis.

All money collected needs to be turned in to the office and locked in the safe. This includes fundraising and gate receipts.

Daily, all money shall be counted by designated office personnel. Designated personnel will also prepare daily deposits to be sent to the District Office. The bank deposit tickets should be signed/initialed by two people to verify that the amount of money in the bank bag agrees with the amount on the deposit ticket. All prepared deposits should be put into locked bank bags and given to the district's mail delivery person for delivery to the District Office.

PURCHASE ORDERS

When ordering merchandise from a vendor, or requesting an entry fee or registration, an approved Web Link purchase order must be used. ALL PURCHASES MUST BE APPROVED IN ADVANCE WITH APPROPRIATE SIGNATURE(S) **BEFORE** THE ORDER MAY BE PLACED. Ordering online and charging to a personal credit card or buying items at workshops or conferences must be approved ahead of time.

Purchase order numbers will be assigned after an approved requisition in Web Link has been submitted.

The person creating the requisition will be responsible for placing the order. If you elect to email or fax your order, this must be entered in the system prior to submission. Once approved, you will not have the capability to alter selections. When all levels of approval are completed you will receive an email with your purchase order attached.

Upon receipt of the merchandise, write received ok to pay, sign and date the purchase order. Send the signed purchase order to accounts payable at the district office. This will notify accounts payable that the purchase order is ready for payment.

Receipts/supporting documents are to be sent clearly marked with the purchase order to the district office and are required prior to payment.

Failure to follow appropriate fund management procedures may force the district to hold employees personally responsible for incurred expenses.

PERSONAL REIMBURSEMENT

Eddyville-Blakesburg-Fremont CSD discourages employees from personally purchasing items for reimbursement. **There must be an approved Special Project Payment Form filled out and sent to the district office with all receipts attached.**

Expenses that have no receipt will not be considered. A canceled check or credit card statement is **not** a receipt.

DISTRICT CREDIT CARD PURCHASES

Create a requisition for the amount estimated to be spent, with the vendor as the place of purchase. Please note in the comments field you are using the Purchasing card by stating “credit card purchase”. Once the requisition is approved and you receive the email with the PO number you may make the purchase.

There must be an itemized receipt, packing slip or invoice for each transaction.

Return the card, receipt and PO number to the correct office immediately after use.

Activity credit cards must be picked up and returned to the Activity Secretary. General Fund credit cards must be picked up and returned to the District Office.

Not adhering to the outlined process can and may result in personal liability through a payroll deduction.

Teachers and sponsors are **NOT PERMITTED** to hold money in any location other than the locked safe or drawer in the office of their respective building. Money kept in classrooms or other non-designated locations is prohibited. Sponsors are responsible for collections - no students should collect monies.

FIELD & ACTIVITY TRIPS

No expenditures should be incurred until a trip has been properly approved.

All chaperons must have an up to date background check on file with the district. Volunteer background checks can be verified with building secretaries.

Field trips and activity trips need to be approved by the building principal at least one month prior to the trip. **Out of state trips require board approval**, so 5 weeks or more may be needed for approval. Depending on driver availability buses may or may not be allowed to travel out of state.

To request a vehicle, a transportation form must be filled out. Transportation forms can be found in all building offices. Building principals must sign off on these before sending them onto the director of transportation. Once approved by the building principal, he/she will send the request to the Transportation Supervisor.

The Transportation Supervisor will approve or not approve the request for a vehicle with an email response to the building administrator.

Submit a requisition is Web Link if admission, entry fee or registration is needed. Once the approved purchase order number has been assigned and your transportation request has been approved you may proceed with the scheduling of field trips.

FUNDRAISERS

The following procedures apply to employees, students, parents, or community members who wish to do a fundraising project sponsored by the district.

A list of fundraisers are approved annually at the September board meeting. Prior to Board approval, an approved fundraising application form must be completed, submitted to the Activities Director, Superintendent, and Board Secretary for review and approval.

Follow district guidelines regarding depositing funds, use of school purchase orders when ordering merchandise, and ensuring that invoices are paid in a timely manner.

During fundraising, an accurate accounting of merchandise and funds must be maintained. No merchandise or funds will be given in trade for work or volunteer activities. All merchandise will be sold or returned to the vendor for credit.

Funds are to be deposited daily with the building level Administrative Assistant.

During fundraising activities employees are acting as agents of the EBF Community Schools and are bound by Iowa law regarding the handling of public funds. For any fundraisers that include gambling (Bingo, Raffles or Games of Chance) a Fundraiser Reconciliation Report will need to be completed and returned to the District Office or Activity Secretary.

A person might prefer to give a donation rather than buy items being sold. This donation will be applied to the club or fundraising account.

Rewards to specific students are not allowed. The emphasis should be on working for the activity or group rather than for themselves. Student prizes or cash cannot be awarded by the district.

Failure to follow approval timelines and guidelines may cause sanctions for the organization's or group's future fundraising endeavors.

SAFETY AND SECURITY

Building Security

The 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 with any safety concerns. Entry doors will be locked during the school day and should not be propped open unless permission has been received to do so by the building administration. Each will then contact appropriate support. Any security/safety hazard(s) or condition(s) they identify will be reported to the Superintendent of schools. Employees should immediately report any lost or stolen keys / ID entrance cards to their building secretary. Employees who need replacement keys and/or ID entrance cards will be charged \$5.

Staff and Volunteer Background Checks

All staff members and volunteers must have a background check run every five years. These will be kept on file with the district.

Staff will receive notification when this needs to be updated.

Volunteer background checks can be verified with building secretaries. Volunteers are any person working with students on an individual or group basis.

Drills and Evacuations

Periodically the school holds emergency fire and tornado drills. School districts must have two fire and two tornado drills each semester. Emergency procedures and proper exit areas must be posted in all rooms. When drills are staged, every staff member and student must follow proper procedures. See individual building plans for specific details of locations for and exits.

Emergency Closings

When the Superintendent decides the weather threatens the safety of students and employees, he will notify the local media, place the information on the district website, and utilize the district notification system to broadcast a school closing announcement.

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EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT

I acknowledge that I have received or can access a copy of the Eddyville-Blakesburg-Fremont Community School Staff Handbook available at <https://www.rocketsk12.org/>.

I understand the Staff Handbook contains important information about the EBF Community Schools and my role, responsibilities, and duties as an employee. I acknowledge that I am expected to be familiar with the contents.

I also understand that I should consult the Superintendent with any questions I have about the contents of the Staff Handbook or any questions that I feel were not addressed.

I understand that the Staff Handbook is a general source of information and may not include every possible situation that may arise.

I acknowledge that the Staff Handbook is not intended, and does not constitute a contract between the Eddyville-Blakesburg-Fremont Community School District and any one or all of its employees.

Employee's Signature

Date

Employee's Name (Printed)

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

