



Non Certified/Classified Employee Handbook

Revised May 2026

Estherville Lincoln Central Community School District does not discriminate based on race, color, creed, national origin, religion, sex, gender identity, age, disability, marital status, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, military affiliation, political party preference, socioeconomic status, or familial status. Inquiries or grievances may be directed to Mr. Andrew Armstead, Superintendent, 1814 7th Avenue, Estherville, Iowa 51334

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THE DISTRICT

Website: www.estherville.k12.ia.us

District Office

1814 7th Avenue South
Estherville, IA 51334
Phone: (712) 362-2692
Fax: (712) 362-2410

Elementary School

Demoney Elementary

109 S 17th Street
Estherville, Iowa 51334
Phone: (712) 362-2181
Fax: (712) 362-7842

Secondary Schools

Middle School

1430 1st Ave South
Estherville, Iowa 51334
Phone: (712)-362-2335
Fax: (712)-362-7822

High School

1520 Central Avenue
Estherville, Iowa 51334
Phone: (712)-362-2659
Fax: (712)-362-2406

A complete list of District schools, offices, and staff, along with contact information, is available on the website.

THE BOARD OF EDUCATION

The Board of Education is composed of five elected officials who serve as the governing body for the District. They establish the broad operating policies under which the District functions, drawing on the counsel and advice of the District's Superintendent of Schools.

Administration of the District's operations is delegated by the Board of Education to the Superintendent of Schools. The Superintendent is assisted in this task by a staff of District educational, business and financial administrators, managers, supervisors, professionals, and others in a variety of areas.

The Board of Education meets the second (2nd) Wednesday of most months of the year. A listing of meetings, agendas, and minutes can be found at the website:

[http://www.estherville.k12.ia.us/en/school Board/](http://www.estherville.k12.ia.us/en/school%20Board/)

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Mission and Belief Statements

VISION:

All students are engaged in learning today...for life tomorrow.

MISSION:

The mission of Estherville Lincoln Central Community School District is to ensure that all students maximize their learning potential in becoming confident, independent, productive citizens with good character.

WE BELIEVE:

- All students deserve teachers and staff who thrive on student success.
- Each student will have fair and equitable opportunities for quality instruction and academic success.
- All students learn when their individual needs are met through personalized school experiences.
- Highly skilled and committed personnel are our greatest asset.
- Quality education is a partnership of students, staff, family, and community engagement.
- Dedication to acknowledging, affirming, and including diversity enriches the educational experiences for all.
- District resources, programs and staff are flexible, adaptable, and provide choice to meet the changing needs of all students.
- A well-educated community is the foundation of our democracy.

WELCOME!

We welcome you as an employee of the Estherville Lincoln Central School District. As reflected in our mission statement, we take our commitment to serving the future of our society - our students - very seriously. The work you perform as an employee is ultimately for the purpose of serving the students of the ELC District. You have a valuable role in making the District an effective and efficient organization that educates and serves our students. We wish you every success and happiness in your position with the Estherville Lincoln Central Community School District.

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I. Introduction

A. Introductory Statement

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. Whenever the provisions of this handbook conflict with those of a board-adopted policy, an applicable collective bargaining agreement, or any other formal employment contract, the terms of the policy, collective bargaining agreement, and/or employment contract shall govern.

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

It is each certified 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 District Administrator that are available electronically on the District website, as well as the rules and regulations contained herein.

If there are any questions regarding any of the Board policies and/or district administrator's administrative guidelines, and/or the rules or regulations set forth in this handbook, or about matters, which are not covered, please direct them to your immediate supervisor.

B. 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. The district's certified staff members employed under individual contracts with the Board may be terminated or non-renewed consistent with the terms of the Master Contract and consistent with Board Policy and state law.

Furthermore, any certified staff member who violates any of the terms and conditions of employment set forth in this employee handbook may be subject to disciplinary action in accordance with [Policy 404.1R1 – Employee Code of Conduct and Progressive Discipline](#).

This employee handbook supersedes any and all previous handbooks, statements, policies and administrative guidelines, rules, or regulations given to employees, whether verbal or written.

Whenever any words are used in this handbook in the masculine gender, they shall also be

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construed to include the feminine or neutral gender in all situations where they would so apply, and whenever any words are used in the singular, they shall also be construed to include the plural in all situations where they would so apply, and whenever any words are used in the plural, they shall also be construed to include the singular.

This handbook does not encompass all teacher employment policies or staff guides. Employees will have the opportunity to review the handbook prior to being asked to sign individual contracts for the successor school year.

The representatives from the Estherville Lincoln Central Education Association and the District will meet annually, at a minimum, to review the handbook. The representation from the Estherville Lincoln Central Education Association will consist of, at a minimum, the President and Lead Negotiator. The representation, at a minimum, will include the Superintendent and one other building administrator. All recommendations that come from this meeting are just that, recommendations, the final handbook will be presented to the Board for their approval.

C. Statement of Philosophy

This employee handbook is devoted to the Board's goals and objectives for personnel in the performance and benefits of the job. School district personnel provide an important service for the students of the school district community. Personnel may be teaching or assisting in the classroom, working in the office, maintaining the facilities, driving or repairing the school buses, or cooking lunches. Each school district employee plays a vital role in providing an equal opportunity for a quality education for students commensurate with their individual needs. While the teachers have the most direct impact on the formal instruction of students, all school district personnel have an impact on the school environment by the employee's dedication to work, the employee's actions and the employee's manners.

As role models for the students, school district personnel shall strive to promote a cooperative, enthusiastic, and supportive learning environment for the students. In striving to achieve a quality education program, the Board's goal will be to obtain and retain qualified and effective school district personnel. The Board shall have complete discretion to determine the number, qualifications, and the duties of the positions and the school district's standards of acceptable performance.

It shall be the responsibility of the superintendent to make recommendations to the Board in these areas prior to Board action. Board policies in this series relating to general personnel shall apply to school district personnel regardless of the position as licensed or support personnel. Board policies relating to licensed personnel shall apply to positions that require a teaching certificate. Support personnel policies included in this series shall apply to positions that do not require a teaching or administrative certificate. The Board recognizes the right of employee groups to organize under Chapter 20 Code of Iowa for the purposes of collective bargaining.

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I. EMPLOYMENT OVERVIEW

A. Employment Classification

1. 260 Day Employees
2. 240 Day Employee - Hourly
3. 200 Day Employee - Hourly
4. 170 Day Employees - Hourly
5. Non-Exempt Employees
6. Exempt Employees
7. Substitute Employees

B. Equal Employment Opportunity

1. Estherville Lincoln Central Community School District is an equal employment opportunity employer.

C. Background Checks & Employment Requirements

1. Any teacher associate recommended for hire shall submit to a criminal background investigation conducted by the appropriate law enforcement agency and databases. Employment is contingent upon results of the background checks done, which must be acceptable to the Board, in its sole discretion. Any requirement of an applicant to submit to a background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations
2. It is the responsibility of all staff members to take any online training required by the district.
3. All teacher associates who work in buildings who receive and expend Title I funds must be highly qualified in the areas of reading, writing, and math. In order to be highly qualified, a Teacher Associate must demonstrate through documentation the following:
 - a) High School diploma or GED equivalentAND one of the following (taken from the Iowa Department of Ed Guidance):
 - b) Completed two years of study at an institution of higher education; or
 - c) Obtained an associate's (or higher) degree; or
 - d) Met a rigorous standard of quality and be able to demonstrate, through a formal state or local academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness)

** Teacher Associates who are not able to demonstrate through documentation that all of these requirements have been met will cease employment with the district.*

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D. Personnel Records

1. The District maintains a complete personnel record for every current employee and former employee. The employees' personnel records shall be maintained in the District's Central Offices. An employee will be given access to his or her personnel file upon making an appointment with the Central Office to view the records.

II. GRIEVANCE PROCEDURES

1. **A grievance** shall mean only a complaint that there has been an alleged violation, misinterpretation or misapplication of any of the specific provisions of this agreement.
2. Every employee covered by this agreement shall have the right to present grievances in accordance with these procedures.
3. The failure of an employee to act on any grievance within the prescribed time limits will act as a bar to any further appeal. 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.
4. It is agreed that any investigation or other handling or processing of any grievance by the grieving employee shall be conducted so as to result in no interference with or interruption whatsoever of the district's educational program and/or related work activities of the grieving employee.
 - a) **First Step:** An attempt shall be made to resolve a grievance in informal, verbal discussion between the complainant and his/her administrator.
 - b) **Second Step:** If the grievance cannot be resolved informally, the aggrieved employee shall file that grievance in writing and at a mutually agreeable time discuss the matter with the administrator. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the grievance, and shall state the remedy requested. The filing of the formal written grievance at the second step must be within ten (10) days from the date of occurrence of the event giving rise to the grievance. The administrator shall make a decision on the grievance and communicate it in writing to the employee and the superintendent of schools within ten (10) days after receipt of the grievance.
 - c) **Third Step:** In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved employee shall file, within five (5) days of the administrator's written decision at the second step a copy of the grievance with the superintendent of schools. Within ten (10) days after such written grievance

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is filed the aggrieved and the superintendent of schools or his/her designee shall meet to resolve the grievance. The superintendent of schools or his/her designee shall file an answer within ten (10) days of the third step grievance meeting and communicate it in writing to the employee and the administrator.

5. If any employee files any claim or complaint in any form other than under the grievance procedure of this agreement, then the Board shall not be required to process the same claim or set of facts through the grievance procedure.

III. EXPECTATIONS & PROFESSIONAL STANDARDS

A. Attendance & Punctuality

1. Always be prompt both in reporting for work and in completing assigned tasks. If an emergency makes it necessary for you to be late to work or leave early from work, notify or ask your building principal for permission as soon as possible.
2. Establish a good attendance record. Only be absent from work when it is absolutely necessary or when you are on a pre-approved leave. Our students' success is directly related to you being at work.

B. Work Schedules & Timekeeping

1. Hours will vary depending on your building and assignment. Be aware of the hours you are scheduled to work each day. You may not exceed the number of hours you were hired to work and are defined on your "letter of assignment". You should be ready to begin work at your start time.
2. Logging hours will take place within the company selected time clock system. Please be sure you are signing in and out at your designated start and end times.
3. Signing in and out indicates the employee is physically present and therefore must be done exclusively by the employee. The time card must coincide exactly with physical presence or with leave taken. Falsifying time cards will not be tolerated and will result in discipline or discharge.

C. Professional Conduct & Phone Usage

1. Teacher Associates have a professional responsibility to protect a student's health, safety, and welfare. All school staff members have the public's trust and confidence to protect the well-being of all students in the District. To that end, all school staff are held to the highest level of professional responsibility in their conduct. Inappropriate conduct and conduct unbecoming a school staff member will not be tolerated. A staff member's conduct will be held to the professional standards established by the Iowa Board of Educational Examiners (Iowa BoEE). The Iowa Code of Ethics brochure can be found at <http://www.boee.iowa.gov/> and then clicking on Ethics Brochure in the left hand side of the website.
2. Personal phone calls should be made and/or received during breaks and lunch.

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Texting should also be limited to these times. Cell phones should be in quiet mode at all times during the instructional day.

a) See [Policy 401.12: Employee Use of Cell Phones](#) for more info.

D. Confidentiality and Student Privacy

1. All District business should be treated as confidential. While certain matters are considered public record, the release of official information is the responsibility of designated administrators or directors. Employees should not independently release information regarding District operations, students, or personnel. Any unusual or external request for information should be referred to the building principal, who will coordinate with the appropriate District authority to ensure compliance with applicable laws and policies.

E. Communication

1. The District seeks to communicate and collaborate with students, staff, parents, and the community at large to ensure sound, trusting relationships. Internal and external communications are important to creating open, two-way communication among the staff, students, administration, parents, parents, and ELC communities. To that end, Teacher Associates are encouraged to access the Districts websites and school email on a regular basis as they serve as major means of communication for the District.
2. Maintain open lines of communication. If any instructions given by your supervising teacher or building principal are not clear, please ask for further explanation to make certain that you understand what is being asked and expected of you.

F. Dress & Appearance Guidelines

1. Employees are role models for the students who come in contact with them during and after school hours. The Board recognizes the positive effect employees can have on students in this capacity. To this end, the Board strongly suggests and encourages employees to dress themselves, groom themselves and conduct themselves in a manner appropriate to the educational environment.
2. Employees shall conduct themselves in a professional manner. Employees shall dress in attire appropriate for their position. Clothing should be neat, clean, and in good taste. Discretion and common sense call for an avoidance of extremes which would interfere with or have an effect on the educational process.

G. Use of District Property

1. The District computers, email and Internet/network systems are intended to be used for educational or work-related purposes. All e-mail/Internet/network records are considered District records and should be transmitted only to individuals who have a need to receive them. Additionally, District records, email/Internet/network records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process. Users should always ensure that the

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educational information contained in email/Internet messages is accurate, appropriate and lawful. Email/Internet messages by users may not necessarily reflect the views of the District.

2. Abuse of computers, email, Internet, or network systems, through excessive personal use, or use in violation of the law or District policies, will result in disciplinary action, up to or including termination of employment. Each staff member who uses email and/or on-line services must read and document in writing understanding and willingness to comply with the Estherville Lincoln Central Staff Appropriate Use Policy. Failure to comply with the Staff Appropriate Use Policy may result in disciplinary action up to or including termination of employment.
3. See [Regulation 401.13-R\(1\): Staff Technology Use/Social Networking - Regulation](#) for more information.

IV. COMPENSATION, & LEAVES

A. Notification of Absences

1. It is extremely important that you notify your building principal or their designee as soon as possible of an unanticipated absence so that, if necessary, alternate arrangements can be made for the educational benefits of the student(s) you are assigned to. An absent employee must report his/her absence to a building principal (or other designated person) before the start of the employee's workday or as soon as practical given the nature of the absence. It is not sufficient for an employee to notify a co-worker or secretary, unless such person has been designated by the building principal as the appropriate contact for this purpose. Be sure to communicate with your building principal what the procedures are for reporting an absence at your location, as procedures may vary from building to building.
2. For anticipated absences, contact your building principal, or their designee, in advance to discuss the procedures he or she expects and to complete necessary District paperwork.

B. Pay Procedures

1. At the recommendation of the Superintendent, the Board shall determine the salary and wages for classified personnel.
2. Payday for all staff shall be the 20th day of each month. If payday falls on a holiday or weekend, the last day worked prior to the holiday or weekend will be considered payday.

C. Federal Award Compensation Procedures

Cross-References: IASB Policies 200, 400, 401.4, 401.5, 401.7, 401.12, 404, 705.1, 705.4, 707, 708

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1. Purpose
 - a) The purpose of this policy is to ensure that the District complies with all federal laws, regulations, and grant requirements for federal awards received by the District. This includes compliance with 2 CFR Part 200, Subpart D. This policy applies to all federal funds, including formula grants, competitive grants, federal pass-through funds, and reimbursements.
2. Financial Management (2 CFR §200.302)
 - a) The District shall maintain a financial management system that identifies federal awards, ensures accurate and complete reporting, tracks expenditures, prevents overspending, and meets cash management and record retention requirements. Records shall be kept for at least five (5) years.
3. Internal Controls (2 CFR §200.303)
 - a) The District shall maintain internal controls aligned with federal standards to ensure compliance with grant requirements and to safeguard federal funds.
4. Payment Procedures (2 CFR §200.305)
 - a) The District shall follow reimbursement or advance payment rules as allowed, minimizing time between drawdown and disbursement. Program income must be used before requesting additional funds.
5. Allowability of Costs (2 CFR §§200.302(b)(7), 200.403—200.405)
 - a) All costs must be necessary, reasonable, allocable, consistently treated, and properly documented. Time-and-effort documentation is required when personnel are paid with federal funds.
6. Procurement Standards (2 CFR §§200.317—200.327)
 - a) The District shall follow federal procurement standards and Iowa law, using the most restrictive rule. Vendors receiving \$25,000 or more shall be checked for suspension or debarment.
7. Conflict of Interest (2 CFR §200.318(c))
 - a) No employee, official, or agent may participate in procurement decisions if a real or apparent conflict exists. Conflicts must be disclosed and mitigated. Violations may result in disciplinary action.
8. Monitoring and Subrecipient Oversight (2 CFR §§200.329-200.332)
 - a) When the District acts as a pass-through entity, it must monitor subrecipients to ensure compliance with federal requirements and issue corrective actions when needed.
9. Audit Requirements (2 CFR Subpart F)
 - a) The District shall follow Single Audit requirements and address audit findings promptly.
10. Policy Review and Updates
 - a) The Superintendent or designee will annually review this policy and recommend updates to ensure compliance with federal laws and regulations.

D. Hours & Overtime

1. All time worked over forty (40) hours per week will be paid at one and one-half (1 ½) times the regular hourly rate, except hours worked on Sunday which will be paid at two (2) times the hourly rate. Unless it is an emergency, employees must have prior

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approval from the superintendent to work hours in addition to those set forth on Schedule A.

2. *Custodian Specific Hours:

- a) The work year will consist of 12 weeks of 40 hours and 40 weeks of 42.5 hours.
- b) If night Custodians work a full 8 hours, they shall get paid for 8.5 hours with no lunch or dinner break.
- c) Lunch periods for day personnel should be one hour of non-paid time.
- d) Call out pay will be paid a minimum of two hours overtime pay for all call outs.
Call out work means the request of an off duty custodian to perform work during his/her time off.

E. Holidays

- 1. 260 day employees will receive 12 paid holidays: New Years Eve, New Years, Martin Luther King Day, Presidents Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, as well as the day after, Christmas Eve, and Christmas Day.
 - a) If a holiday falls on a non-working day, the employee is given an employer designated work day to the normal holiday pay.
 - b) Pay for hours worked on any holiday shall be based on 2 times (double) the regular rate in addition to the normal holiday pay. This WILL need special approval prior to work on a holiday.
- 2. 200 day & 170 day employees will receive 5 paid holidays: Labor Day, Thanksgiving Day, Christmas Day, President's Day, and Good Friday.

F. Inclement Weather & Emergency Closures

- 1. In the event of a snow day, or an emergency closure - you may use your leave to make up for that day
 - a) If a 200-day or 170-day employee elects to use PTO for a snow day that is later made up in the school calendar, the employee will not receive additional pay for the make-up day.

G. Leaves of Absences

1. PTO

- a) Hourly employees with Letter of Assignments less than 260 days will receive Paid Time Off (PTO). 260 Day Employees will not receive PTO.
- (1) First year employees will receive 10 PTO days and will accrue an additional day with every year consistently worked until they hit the maximum number of 15 PTO Days.
- (2) If an employee begins in the middle of the year, PTO will be prorated.
- (3) Any unused PTO at the end of the year will be placed into a personal sick bank that can accrue up to 120 days (the maximum allowed by law).
- (4) All PTO must be used prior to using any accrued sick days and before any

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unpaid leave. If an employee begins to use accrued sick days, it can only be used for personal or family sick leave (only 10 days allotted for family sick leave each year). Family sick leave can only be used for immediate household or for a spouse, child, or grandchild.

- (5) Unpaid time off will only be granted in rare and unusual circumstances, as determined by the superintendent.
- (6) Requesting PTO should be made to your building administrator at least 5 days in advance unless used for reason of illness, an emergency, or unusual circumstance.
- (7) The Employee is in charge of keeping track of used and unused PTO through their weblink.

2. Vacation (only apply to 260 day employees)

- a) 260 day employees will receive Vacation Days. They will be granted 10 at the beginning of the fiscal year (July 1) and must be used by the end of the fiscal year (June 30) or they will be lost. It does not accumulate. After 5 years of employment you will earn 15 days, and after 10 years of employment you will earn 20 days.
- b) If an employee begins in the middle of a fiscal year, Vacation days will be prorated.

3. Personal Leave (only apply to 260 day employees)

- a) 260 day employees will also be granted 2 personal leave days. These are used for, but not limited to, personal business that cannot be scheduled outside working hours. If any personal leave days are left over at the end of the fiscal year, they will carry over to the following year until the maximum number of personal leave days are met. The maximum number of cumulative days is 5.

4. Sick Leave (only apply to 260 day employees)

- a) 260 day employees are granted sick leave days to use if either the employee or immediate family member are sick. First year employees will receive 10 sick days and will accrue an additional day with every year consistently worked until they hit the maximum number of 15 sick days.
- b) If there is unused sick leave at the end of the fiscal year, the can carry over any left over sick leave and accrue up to 120 sick days (maximum set by the law).
- c) If the employee is using sick leave for an immediate family member, it will be considered family sick leave and the employee is only allowed to take a maximum of 10 family leave days.

5. Bereavement Leave (only applies to work agreements of fewer than 260 days)

- a) Up to five (5) days of bereavement leave per occurrence shall be granted each year upon the death of an employee's spouse, child, parent, in-law, sibling, grandparent, or grandchild.

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- b) Bereavement leave may also be granted for the death of another individual considered immediate family, a person of significant importance to the employee, or for attendance at the funeral of a close friend or relative, subject to approval by the Superintendent or designee.
- c) In the event of the death of a district employee or student, the building principal or immediate supervisor may grant staff sufficient time to attend the funeral.
- d) Bereavement leave is non-accumulative.

6. Unpaid Leave

- a) If all paid leaves are exhausted, additional unpaid leave may be requested. Unpaid leave must be submitted to your supervisor and/or superintendent prior to leave, for approval. Unpaid leaves are only approved if it is an emergency or unusual circumstance.

7. Jury Duty

- a) Employees in the District shall continue to receive their regular compensation when called for jury duty, provided that they shall remit or turn over to the School district any compensation, except for mileage reimbursement, which they receive from jury duty.

8. FMLA

- a) An employee is eligible to take FLMA leave if the employee has been employed for at least twelve (12) months, and has worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) months immediately prior to the date when the leave is requested. Employees will be required to use appropriate paid leave while on FMLA Leave. Workers Compensation absences will be designated FMLA Leave. At the discretion of the Superintendent, medical certification may be required to determine FMLA initial or continued eligibility as well as fitness for duty.
- b) In accordance with provisions of the Family Medical Leave Act of 1993 (FMLA), a leave of absence of up to sixty (60) work days during a twelve - (12) month period may be granted to an eligible employee for the following reasons: 1.) birth of a child; 2.) placement of a child for adoption or foster care; 3.) a serious health condition which makes the employee unable to perform functions of the job; 4.) to care for the employee's spouse, child, or parent with a serious health condition; 5) because of a qualifying exigency arising out of the fact that the spouse or son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
- c) Subject to Section 103 of the FMLA of 1993, as amended, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered

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servicemember shall be entitled to a total of twenty-six (26) workweeks of leave during a twelve (12) month period to care for the servicemember. The leave described in this paragraph shall only be available during a single twelve (12) month period.

V. INSURANCE BENEFITS

A. Health Insurance:

1. For 260 Day Employees, effective July 2026, the District's monthly defined contribution will be as follows: Single - \$1,000/mo., Family - \$1,325/mo. The balance of the cost, if any, for the selected coverage will be deducted from the employee's salary.
2. For Teacher's Assistants and Nutrition Aids, the District's monthly defined contribution will be \$350/mo for 12 months.
3. For Building Secretaries, the District's monthly defined contribution will be \$1,000/mo for 12 months.
4. For those employees who elect to have their families covered under the family portion of the group health insurance, the full cost of that coverage minus the amount contributed by the School Board as provided for under (1) or (2) will be deducted monthly from employee salary payments.
5. Insurance coverage is not automatic. Employees who wish coverage must make an application for it.
6. Employees new to the school district will be eligible to have their health insurance coverage begin on September 1 of the initial year of employment.
7. In the event that procuring comparable health insurance coverage would cause the District to incur ACA administrative fees, costs, or penalties as a result of the ACA, and the Association rejects an insurance plan that does not cause the District to incur ACA administrative fees, costs, or penalties, the ACA administrative fees, costs, or penalties shall be costed into the following year's settlement the selection of the health insurance carrier(s) shall be the exclusive and unilateral prerogative of the District.

B. Long Term Disability

1. The District will pay the full cost of long-term disability insurance coverage for employees. The insurance carrier will be determined by the District. Coverage for new employees will begin on September 1 of the initial year of employment.

C. Term Life Insurance

1. The District will provide the full cost of a group term life insurance policy as provided by the Certificate of Coverage under the Life Insurance Policy, the selection of the term life insurance carrier shall be the exclusive and unilateral prerogative of the District.

D. Benefit Continuation (after reaching age 65)

1. Employees who reach their sixty-fifth (65th) birthday during the school year shall have the benefits of life insurance and long-term disability insurance as provided in the

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Certificate of Coverage for the life insurance and long-term disability insurance policies.

VI. WORKPLACE CONDUCT & COMPLIANCE

A. Anti Discrimination & Harassment Policy

- a) It is the policy of the Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Andrew Armstead, 1814 7th Ave. S., Estherville, IA 51334, 712-362-2692, andrew.armstead@elc-csd.org.
- b) The Estherville Lincoln Central Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.
- c) Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.
- d) Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.
- e) Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. The superintendent is responsible for the implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable timeframe. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parents or guardians of the student.
- f) A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or

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harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

- g) Please reference [Policy 402.03: Abuse of Students by School District Employees](#) and [Policy 403.05: Harassment](#) for more information.

B. Reporting Procedures

1. All school employees 18 years of age and older are required to report, either orally or in writing, within twenty-four hours to the Iowa Department of Human Services (DHS) when the employee reasonably believes a child or dependent adult has suffered from abuse within the scope of employment. Within forty-eight hours of an oral report, a written report must be filed with DHS.
2. **The statewide telephone number is 1-800-362-2178 for verbal reports.**
3. Each report should contain as much of the following information as can be obtained within the time limit. However, the law specifies a report will be considered valid even if it does not contain all of the following information:
 - a) name, age, and home address of the child or dependent adult;
 - b) name and home address of the parents, guardians or other persons believed to be responsible for the care of the child;
 - c) the child's present whereabouts if not the same as the parent's or other person's home address;
 - d) description of injuries, including evidence of previous injuries;
 - e) name, age, and condition of other children in the same home;
 - f) any other information considered helpful; and,
 - g) name and address of the person making the report.
4. Board policy states it is not the responsibility of employees to prove that a child or dependent adult has been abused or neglected. Employees should not take it upon themselves to investigate the case or contact the family of the child or dependent adult. The DHS is responsible for investigating the incident of alleged abuse.

C. Drug Free Workplace

1. The school district and its employees are to remain substance free. No employee shall 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 alcoholic beverage as defined by federal or state law. "Workplace" includes school district facilities, school district premises or school district vehicles. "Workplace" also includes nonschool 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

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control of the school district or where the employee is engaged in school business.

2. Please reference [Policy 403.06: Substance-Free Workplace](#) for more information.

D. Weapons Policy

1. Weapons, other dangerous objects and look-a-likes 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.
2. School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes 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.

VII. PERFORMANCE & EMPLOYMENT ACTIONS

A. Vacancies & Transfers

1. When the district determines that a position vacancy exists, it may be advertised in-District via school assigned email, on the District's website, and/or other means outside the District. A vacancy need not be advertised by all means listed or may be advertised via other means not listed. The District seeks to employ highly qualified individuals for all positions in the District.
2. The right of assignment, reassignment, and transfer shall be that of the District. Written notice of a reassignment or involuntary transfer shall be given to the employee, with an opportunity to discuss the proposed transfer or reassignment with the District.

B. Professional Growth

1. The District believes that a well-trained and skilled workforce is its most important asset; therefore the District will provide opportunities for professional development for different positions. Employees eligible are expected to take advantage of these opportunities. A professional development calendar, listing all required and optional professional development, will be distributed at the beginning of each year.

C. Separation from Employment

1. Employees who fail to fulfill their job responsibilities or follow the reasonable directions of their supervisors or those who conduct themselves, on or off the job, in

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ways that affect their effectiveness on the job or in other such ways that the law determines to be good cause shall be subject to discipline. Behavior, conduct or action which may institute disciplinary action or dismissal may include, but is not limited to, reasonable job-related grounds based on a failure to satisfactorily perform job duties, disruption of the district's operation, or other legitimate business reasons.

2. Employees intending to resign should notify their building principal and superintendent, in writing, as early as possible and no less than fourteen (14) days prior to their resignation date. The Board authorizes the Superintendent to accept on its behalf resignations from any school district employee. The Superintendent then presents the resignation to the Board of Education at their next scheduled meeting. Once Board action has been taken on a resignation, it may not be rescinded by the employee.

EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

I acknowledge that I have received and read Estherville Lincoln Central Community School District's Employee Handbook for Non-Certified/Classified Staff Members and understand the provisions contained herein. I understand that the terms described in the Employee Handbook are for Non-Certified/Classified Staff Members and the handbook is not a contract.

I further understand that the Employee Handbook for Non-Certified/Classified Staff Members and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied.

(Employee Signature)

(Employee Printed Full Name)

(Date)

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