

CESA EMPLOYEE HANDBOOK

For

- ☐ Teacher Associates
- ☐ Library Associates
- ☐ Health Assistants
- ☐ Educational Interpreters

2025-2026

Updated 7-23-25

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 teacher associates, library associates, health associates, and educational interpreters employed by the Carroll Community School District. It does not apply to the superintendent, principals, director of business affairs, director of transportation, mechanics, 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 teacher associates, library associates, health associates, educational interpreters employed by the Carroll Community School District, except it shall not mean the superintendent, principals, director of business affairs, director of transportation, mechanics, and all other employees of the Carroll Community School District.

SECTION 2 SENIORITY

A. Definition and Seniority Date

Seniority is the continuous length of service with the District. It is recognized, skill, qualifications, certifications, competence, experience, and physical fitness of the job must be considered as well as seniority. The seniority of an employee is determined by the length of service computed in employment. Ties shall be broken according to the last four digits of the employee’s Social Security Number with the highest number receiving the highest ranking.

B. Seniority List

The district will prepare and post a seniority list in the employee’s lounge on or before November 1st of each year. Employees shall be listed by the following categories: teacher associates, educational interpreters and health assistants. Protest of, errors in, or omissions from such list must be made to the district within thirty (30) days from the date of the furnishing of such lists and revisions thereof. If no protests are made within the thirty (30) day period, the list will be considered accurate and no further appeal or grievance will be permitted.

SECTION 3 STAFF REDUCTION

- A. Staff reduction will be considered within each job classification category of employees as follows: Teacher associates, health assistants and educational interpreters.
- B. The Board shall take into account the following factors in making its decision:

- STEP 1. Normal attrition resulting from employees retiring, resigning or voluntary reduction.
- STEP 2. Probationary employees in the job classification.
- STEP 3. The remaining employees within the affected job classification by ability, qualification, and job performance as determined by the administration.
- STEP 4. If all said employees are considered to be equal, as determined by the administration, then the employee in the job classification with the least total seniority shall be the first to be laid off.

C. Employees who are laid off shall have one (1) year of recall to the category from which they were laid off. Recall shall be in reverse order of layoff.

D. The employee who is to be recalled will be notified by certified mail (return receipt requested) to his/her last known address. The employee must respond by certified mail to such notice within seven (7) days after receipt thereof, and actually report to work in ten (10) days after receipt of notice unless mutually agreed to. In the event the employee fails to comply with the above, he/she shall be terminated and lose all recall rights under this Handbook.

E. All employees on a layoff status shall retain the seniority and unused sick leave that they had when they were laid off. They will not continue to earn any benefits while on layoff.

SECTION 4 LEAVES OF ABSENCE

A. Sick Leave

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 and Subsequent Years of Employment	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. The board may require such reasonable evidence, as it may desire confirming the necessity of such leave.

Sick leave may be taken in hourly units for hourly employees at the discretion of their supervisor. Drivers with noon routes can take it in one-third (1/3) days.

Should the employee terminate their employment or be terminated, any unused accumulated sick leave shall be forfeited without recompense.

B. Job Related Injury

The District may pay the employee the difference between the employee's net salary as determined from the Salary Schedule and the salary replacement benefit received under Worker's Compensation Insurance during the period of receipt of such benefits. This may be taken from the employee's sick leave only with permission of the employee. If the option is not chosen, the employee will receive only the Worker's Compensation payment. Leave entitlement as provided in this Handbook shall be reduced one (1) day for each day of absence.

C. 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 building principal or supervisor may deny personal leave requests if there are already three staff members taking personal leave that day. 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 as well as half day and full day units. Leaves are specifically prohibited during any form of work stoppage. Personal leave days not used during the year will be paid at the per diem rate 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.

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 teacher associates from the building from which the request is made, and the building principal.

When there is a weather-related delay, dismissal, or cancellation, staff will be allowed the equivalent of two days to be paid. Also, staff who have accumulated 120 sick days can trade 10 days for a personal day that can be used on a weather-related delay or cancellation one time. A list of online trainings that can be completed in the place of missed time due to weather/emergency delays/closures (completed in the same week as the delay/closure).

D. Bereavement Leave

Each employee shall be granted up to five (5) days of paid leave in the event of the death of an employee's spouse, employee's child, employee's stepchild, employee's parent, employee's step-parent, employee's brother, employee's sister or employee's grandparent, employee's son-in-law, employee's daughter-in-law, employee's father-in-law, employee's mother-in-law or employee's grandchild. Up to three (3) days for employee's brother-in-law, employee's sister-in-law, employee's aunt or uncle, employee's nieces, nephew, employee's cousin, spouse's grandparent, employee's stepsister or employee's stepbrother.

In the event of the death of another employee or a student in the District, the Superintendent shall grant to an appropriate number of employees sufficient time to attend the funeral without loss of pay.

E. Family Illness Leave

An employee shall be granted up to eight (8) days per year at no loss of pay for illness of a spouse, children, parent, grandchild(ren), or parent-in-law. These eight (8) days shall be deducted from the employee's sick leave accumulation.

F. Jury Leave

An employee called for jury duty during school hours shall be provided such time without the loss of pay. Any per diem fees the employee receives during such leave shall be turned over to the District. If the employee is discharged from the jury before the workday ends, he/she must report immediately to the Employer for work. This shall be construed to mean pay for the regular working hours of the employee selected for such jury duty.

G. Association Leave

A maximum of two (2) days total each school year shall be granted for the transaction of Association business with the Association paying the cost of the substitute if one is hired. Request for Association leave shall be processed through the Association president. Association leave may be used in full, half or one-third day units. The District will not pay any of the meeting or transportation expenses.

H. Job Improvement Leave

Any employee may apply to the Superintendent or designee for permission to attend such seminar and conference. If approved by the Superintendent or designee, the District will reimburse the employee for reasonable and documented expenses.

I. Other Leaves

The District, in its sole discretion, may authorize special leaves of absence with or without pay. The granting or denial of this leave is not grievable. This leave is only available after all other eligible leaves have been exhausted.

J. Maternity Provisions

Maternity shall be treated as any other illness or disability.

K. Family Medical Leave

Employees of the District are entitled to family medical leave to the same extent and subject to the same terms and conditions as set forth in the Family Medical Leave Act of 1993 and the regulations implementing the Act.

L. Paid Leave

The number of days of paid sick leave, personal leave, and family illness leave for persons employed for less than a year shall be prorated. The paid benefit shall be equal to days employed during the year, divided by 180, multiplied by the allocations for sick leave, personal leave, and family illness leave provided in this Section, and rounded to the nearest half day.

M. 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 5 HOLIDAYS

Employees shall have five paid holidays. These paid holidays shall include Labor Day, Thanksgiving Day, Christmas Day, New Year's Day and Memorial Day. If any of the above holidays fall on a Sunday, it shall be observed on Monday; if any of the above holidays fall on Saturday, it shall be observed on Friday. To be eligible for holiday pay, an employee must be in the District's employ on the last working day before the holiday and the first working day after the holiday.

SECTION 6 EVALUATION

A. First and second year employees will be formally evaluated a minimum of once a year. All other employees will be evaluated once every two years.

B. Any employee that will be evaluated during a particular year shall be furnished a copy of the evaluation procedures, and advised of the criteria upon which the evaluation is based, no later than October 1 of the year in which the evaluation is to occur. If an employee is hired after October 1 the employee will be informed of the evaluation procedure and criteria within thirty (30) calendar days of the employee's date of hire.

C. Evaluations shall be at least twenty (20) minutes and the employee shall be made aware of the evaluation at least two (2) working days prior to the occurrence. The employee evaluation shall be followed by a conference with written feedback within fourteen (14) calendar days of the evaluation. A copy shall be provided to the employee with the evaluator's signature and the date. Under no circumstance will any employee be expected to sign a blank evaluation.

D. Within seven (7) calendar days following the date of the conference, the employee shall have the right to submit to the evaluator an explanation or written statement regarding any evaluation; this statement shall be attached to the evaluation and become part of the employee's evaluation file.

E. Any complaints directed toward an employee which are to be placed in the personnel file shall be called to the employee's attention. Within ten (10) calendar days of calling the complaint to the employee's attention, the employee may file a written response or explanation, which shall be attached to the complaint and placed, in the employee's file.

F. Employees have the right to view the contents of their personnel file after setting up an appointment with the appropriate personnel.

G. Signing of the evaluation document by the employee does not indicate agreement with the contents of the evaluation only awareness of its content.

SECTION 7 HOURS OF WORK

A. WORK WEEK

The week for pay purposes will commence at 12:01 a.m. Sunday and end at midnight the following Saturday.

B. BREAKS

Teacher associates, health assistants, and educational interpreters will be permitted one (1) fifteen minute break for each three-hour period of work. The specific break time will be approved by the employee's supervisor. Breaks are to be taken on school premises.

C. LUNCH

Teacher associates, health assistants, and educational interpreters working six (6) or more hours per day will be scheduled for a duty-free lunch break.

D. OVERTIME

Overtime shall be paid according to the provisions of the Fair Labor Standards Act.

E. SCHOOL DELAY OR DISMISSAL

On days school is cancelled, delayed or dismissed early due to weather or other extraordinary and unplanned events, teacher associates, health assistants, and educational interpreters will work as follows:

1. If there is a one-hour or two-hour delay, the employee will report one hour or two hours late. If there is a one-hour or two-hour early dismissal, the employee will leave when students have vacated the school premises. An employee will have the opportunity to make up hours only if approved in advance by the employee's administrator/supervisor.
2. When school is dismissed early or has a late start due to a scheduled in-service or parent teacher conferences, employees will either attend the in-service or work on projects assigned by their administrators/supervisors.
3. The actual time worked should be recorded on the employee's Web Clock. There is no pay for time not worked due to late arrivals, early dismissals, or cancellations.
4. Whenever there are very unusual and/or emergency conditions, employees may be required to come in early or leave late as determined by their administrators/supervisors.

F. TRAINING

1. If an employee's job assignment will be different than the assignment held at the end of the previous school year, the employee shall be provided in writing notice of the new job assignment one week prior to the first student day of school at the beginning of each work year.
2. Prior to an employee beginning a new assignment, the employee's supervisor/designee shall provide the employee with a copy of a current job description. This information will be reviewed with the employee by the supervisor/designee.

G. WORK YEAR

The employee's work year shall consist of student contact days plus two orientation/training days, five paid holidays and additional professional development days as outlined in the letter of assignment or job description. Associates who have a

one-to-one assignment may be assigned to other work by the supervising administrator when the student is absent.

SECTION 8 INSURANCE

A. Health and Major Medical

A group health, accident and major medical insurance policy shall be made available to any person employed thirty (30) or more hours per week. If the employee is eligible and elects to take medical insurance, the district will provide at least one plan option where the district shall pay 100% of the monthly single insurance premium for all individuals for the entire twelve (12) month contract year who are employed for thirty (30) or more hours per week. Selection of the health and major medical insurance plan and carrier will be the responsibility of the District.

All employees covered by this Handbook who work 1,000 hours or more per year are eligible to participate in a flexible benefit program administered in accordance with Internal Revenue Code Section 125. Employees may choose to participate or not to participate or to change the level of participation each year according to program procedures.

B. School Liability

All employees shall be covered by school financed liability insurance covering job-related performance duties.

C. Worker's Compensation

Each employee shall be covered by worker's compensation paid for by the District.

D. All the terms and conditions of the existing insurance policies shall supersede any agreement in this Section. The District shall have the right at any time to procure the insurance referred to in the above sections from any reputable insurance company.

SECTION 9 WAGES

A. Teacher Associates

1. Regular Education Teacher Associates

- a. Thirty cents (\$.30) per hour incentive for those holding a Paraeducator's Certificate, an Associate's degree or higher, or have completed two years of study at an institute of higher education.
- b. Crossing guard receives \$125 stipend per year

- c. Beginning Wage - \$14.10 per hour
- 2. Special Education Teacher Associates
 - a. Thirty cents (\$.30) per hour incentive for those holding a Paraeducator's Certificate, an Associate's degree or higher, or have completed two years of study at an institute of higher education.
 - b. Beginning Wage - \$14.46 per hour
- 3. Specialized Special Education Teacher Associates
 - a. Thirty cents (\$.30) per hour incentive for those holding a Paraeducator's Certificate, an Associate's degree or higher, or have completed two years of study at an institute of higher education.
 - b. Beginning Wage - \$15.63 per hour
- 4. Health Assistants
 - a. Thirty cents (\$.30) per hour incentive for those holding a Professional Nursing License (Licensed Practical Nurses – LPN) and (Registered Nurses – RN)
 - b. Beginning Wage - \$13.84 per hour
- 5. Educational Interpreters
 - Beginning Wage - \$19.00 per hour

SECTION 10 NEW EMPLOYEE COMPENSATION

A. Experience

All new employees with comparable experience from any institution will receive credit for one year of experience for each year of comparable experience as stated below. No new employee hired as a health assistant, teacher's associate or educational interpreter will be paid a beginning hourly or monthly rate of pay greater than the hourly or monthly pay paid to a current employee working in the same job who has equal or greater years of work experience relating to the job, unless the current employee also receives the same pay.

B. Compensation for experience shall be as follows:

1. Educational Interpreters

2-5 years = \$.20 per hour increase
6-10 years = \$.25 per hour increase
11-15 years = \$.30 per hour increase
15+ years = The District may give additional credit if needed to hire the person.
Maximum of \$.10 per hour per year of experience.

2. Teacher Associates

2-5 years = \$.20 per hour increase
6-10 years = \$.25 per hour increase
11-15 years = \$.30 per hour increase
15+ years = The District may give additional credit if needed to hire the person.
Maximum of \$.10 per hour per year of experience.

3. Health Assistants

2-5 years = \$.20 per hour increase
6-10 years = \$.25 per hour increase
11-15 years = \$.30 per hour increase
15+ years = The District may give additional credit if needed to hire the person.
Maximum of \$.10 per hour per year of experience.

SECTION 11 ASSIGNMENTS, TRANSFERS, AND POSTING OF JOB VACANCIES

A. TRANSFERS

A transfer shall be defined as an assignment of an employee to a position within the same job classification.

1. Voluntary Transfer: A voluntary transfer is requested by the employee.
2. Involuntary Transfer: An involuntary transfer is a transfer not requested by the employee. During the school year, notice of an involuntary transfer shall be given in writing to the affected employee two (2) workdays prior to the transfer taking effect.

B. PROCEDURE

1. Definition: A position shall be declared vacant at the sole discretion of the District after the following steps have occurred:
 - a. An employee retires, resigns, is terminated or leaves the District's employ for another reason.

- b. The District determines whether the position will be filled by reassignment or promotion of a current employee. Transfer shall apply only to positions posted as vacant.
- c. A new position that is not subject to paragraph b. above shall be posted.
- d. The District determines that the position to be filled is a permanent position.

2. Posting of Job Vacancies or New Jobs

- a. The notice of a permanent job opening will be posted on a designated bulletin board in each school building for a period of five calendar days prior to a current employee being granted a voluntary transfer or a new employee being hired. A copy of the notice will be sent to the Association President.
- b. The posting will include the job classification, the qualifications for the position, the beginning date of duties, and the deadline for filing an application.
- c. Any employee can request a transfer to a job opening within his/her job classification (teacher associates, health assistants, and educational interpreters) by informing the employer in writing within five (5) calendar days or through an email within five (5) calendar days of the posting of the notice.
- d. The job will be assigned to the most qualified bidder who meets the qualifications and possesses the skill and ability necessary to perform the required work as determined by the administration. If two or more bidders are deemed by the administration to possess the same qualifications, skills and ability to perform the required work and job duties, the job shall be awarded to the bidder having the greatest seniority.
- e. No employee shall have more than one (1) job change in a six (6) month period unless it is mutually agreed upon between the District and the employee.
- f. When a vacancy has been posted and filled, the District will fill the resulting opening that occurs as a result of filling the vacancy.

3. Summer Vacancies

- a. Employees may file a notice of interest for any or all summer vacancies with the Superintendent before the end of the school year. These notices

should be in writing and should include an address and phone number where the employee can be notified of a posting.

- b. This special summer notice procedure does not relieve the employee of the responsibility of filing a written transfer request within five (5) calendar days of the mailing of the notice.

C. BOARD DETERMINATION

This Section does not preclude the District from advertising, accepting applications, and interviewing individuals from outside of 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 the transfer.

SECTION 12 GRIEVANCE PROCEDURE

A. PURPOSE

The purpose of this procedure is to attempt to resolve, at the lowest possible level, allegations which may from time to time arise out of this Handbook. Nothing herein will be construed as limiting the right of any employee having a grievance to discuss the matter informally with their supervisor and have the grievance adjusted without recourse to this procedure.

B. DEFINITION

1. **Grievance.** A claim by an employee that there has been a violation, misinterpretation or misapplication of a provision of this Handbook.
2. **Grievant.** The employee alleging the violation, misinterpretation or misapplication has impacted him/her.
3. **Principal/Supervisor.** The person who evaluates the employee.

C. TIME LIMITS

The failure of the 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.

- STEP 1.** For a grievance to be considered within the procedure, the grievant must initiate the procedure within ten (10) calendar days of the occurrence of the alleged grievance by requesting an appointment with the grievant's supervisor for the purpose of discussing the alleged grievance.

At all steps of a grievance, the District and grievant shall have the right to have representatives attend any meeting required to resolve the grievance.

All meetings and hearings under this procedure shall be conducted in private and shall include only witnesses: the grievant and their representative heretofore referred to in this Section, meeting with the appropriate District designee(s).

STEP 2. If the grievance cannot be resolved informally, the grievant shall file the grievance in writing within ten (10) calendar days following the initial discussion, and, at a mutually agreeable time, discuss the matter with the grievant's 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) calendar days after the receipt of the grievance.

STEP 3. In the event a grievance has not been satisfactorily resolved at the second step, the grievant shall file, within ten (10) calendar days of the principal's supervisor's written decision at the second step, a copy of the grievance with the Superintendent. Within ten (10) calendar days after such written grievance is filed, the grievant and the Superintendent shall meet to resolve the grievance. The Superintendent shall file an answer within ten (10) calendar days of the third step grievance meeting and communicate in writing to the employee and the principal/supervisor.

D. INVESTIGATION

It is agreed that any investigation or other handling or processing of any grievance by the grievant or his/her representative shall be conducted so as to result in no interference with or interruption of work. The Superintendent or designee shall solely determine whether interference has occurred. If an employee or the Association files any claim in any forum other than the grievance form set forth in this Handbook, then the District shall not be required to process the same claim or set of facts through the grievance procedure.

E. GENERAL PROVISIONS

The filing or pendency of any grievance under this procedure shall in no way operate to impede, delay, or interfere with the right of the District to take any action complained of, subject, however, to the final decision regarding the grievance.

SECTION 13 PROBATION

All new employees shall be subject to serving a probationary period of twenty (20) days when the employee actually performs work.

1. Probationary employees may be separated for any cause by the District during the probationary period without appeal. The District will provide notice to the Association President.
2. Probationary employees shall not be entitled to any provisions or fringe benefits, except for those qualifying for health insurance, under the terms of this Handbook, but will be able to accrue those benefits back to their date of hire once the probationary period has been completed.

SECTION 14: 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).

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