

Classified Handbook 2025-2026

SECTION 1: INTRODUCTION

A. Applicability

This Employee Handbook applies to all regular and substitute classified employees. Employees are designated as either 10-month or 12-month employees.

B. Purpose and Limitations

This Employee Handbook does not constitute a contract of employment and does not create any contractual rights. It is not a binding agreement between the Central DeWitt Community School District and any employee.

Each employee is responsible for understanding and following the policies and procedures outlined in this handbook.

C. Authority and Interpretation

The Employee Handbook is maintained solely by the District. The Board of Directors of the Central DeWitt Community School District and/or the District's administration reserves the right to interpret and apply its provisions.

D. Effective Date

This Employee Handbook is effective upon approval by the Board of Directors or its authorized representatives. It will remain in effect for the duration of the applicable work year unless modified through proper procedures and with appropriate notice to employees.

E. Definitions

1. **Board** – Refers to the Board of Directors of the Central DeWitt Community School District or its duly authorized representatives.

2. **District** – Refers to the Central DeWitt Community School District.
3. **Employee** – Refers to all hourly employees, excluding substitutes.
4. **10-Month Employee** – Assigned to work a minimum of 184 days and no more than 230 days per year.
5. **12-Month Employee** – Assigned to work 260 days per year.
6. **Full-Time** – Assigned to work 40 hours per week.
7. **Part-Time** – Assigned to work fewer than 40 hours per week.
8. **Substitute** – Not employed on a regular basis; works on an as-needed basis.

SECTION 2: GRIEVANCE PROCEDURE

A. Purpose

The purpose of this procedure is to provide a timely and orderly process for resolving grievances at the lowest possible level. Grievance proceedings should remain as informal and confidential as appropriate throughout each step of the process.

B. Definition

A *grievance* is defined as a claim by an employee involving the misinterpretation or misapplication of a provision of this Employee Handbook.

C. Procedure

Grievances will be addressed using the following steps:

- **Level I** – The employee must first discuss the grievance with their immediate supervisor, either alone or with another employee of their choice, in an effort to resolve the issue informally.
- **Level II** – If the grievance is not resolved at Level I within five (5) school days, the employee may submit the grievance in writing to their direct

supervisor and the Director of Curriculum and Instruction. A written response will be provided by the Director of Curriculum within five (5) school days of receiving the written grievance.

- **Level III** – If the employee is not satisfied with the written response at Level II, they may appeal the grievance to the Superintendent within ten (10) school days. The Superintendent will meet with the employee, the employee's representative (if applicable), and any other necessary parties within five (5) school days. A written decision will be provided within five (5) school days following the meeting. The Superintendent's decision will be final.

Failure to adhere to the stated timelines will result in the forfeiture of the grievance. If an administrator does not respond within the time limits, the employee may proceed to the next level. Timelines may be extended by mutual agreement.

Grievances and related activities must not interfere with the instructional program or the employee's assigned responsibilities

SECTION 3: LEAVES OF ABSENCE

A. Employee Illness

10-Month Employees

Employees assigned to work 10 months per year are provided fifteen (15) days of paid sick leave annually. Up to ten (10) of these days may be used for illness in the immediate family. Immediate family is defined as a spouse, dependent children, parents, and legally dependent family members. Unused sick leave days may accumulate and carry over from year to year, up to a maximum of ninety (90) days.

12-Month Employees

Employees assigned to work 12 months per year are provided twenty (20) days of paid sick leave annually. Up to ten (10) of these days may be used for illness in the immediate family, defined as a spouse, dependent children, parents, and legally dependent family members. Unused sick leave days may

accumulate and carry over from year to year, up to a maximum of one hundred twenty (120) days.

Employees who have accumulated more than the maximum number of days as of June 30, 2025, may retain their current sick leave balance. Once an employee's balance falls below the stated maximum, they may only accrue up to the limit specified above.

B. Personal Leave

All regularly employed personnel are provided three (3) days of paid personal leave per fiscal year. Personal leave does not carry over from year to year.

Employees who do not use their full allotment of personal leave during the year will be compensated at a rate of \$75 per unused full personal day.

C. Bereavement Leave

Leave for bereavement will be granted as follows, without loss of pay:

- Up to five (5) days for the death of a spouse, child, stepchild, parent, legal dependent, or legal guardian.
- Up to three (3) days for the death of a grandparent, grandchild, brother, sister, or the parent of the employee's spouse.
- One (1) day for the death of other relatives or friends.

In the event of the death of a current Central DeWitt Community School District employee or student, the Superintendent, principal, or immediate supervisor may grant sufficient time for employees to attend the funeral. The Superintendent or designee has the authority to extend bereavement leave on a case-by-case basis.

D. Jury Duty

Employees may be excused for jury duty with the permission of the Superintendent or designee. No deduction in pay will be made during the

period of jury service, provided that all jury duty fees received are submitted to the District.

E. Paid Vacation

Paid vacation leave is available to full-time, 12-month employees. Employees must complete six (6) months of continuous employment with the District before becoming eligible to use paid vacation leave.

Vacation is awarded at the start of each fiscal year based on the employee's length of service as of July 1.

Vacation Accrual Schedule:

- After 1 year of service: 5 days (1 week)
- 2–4 years of service: 10 days (2 weeks)
- 5 or more years of service: 15 days (3 weeks)

Use, Carryover, and Payout of Vacation Leave

Vacation leave must be scheduled in advance and approved by the employee's immediate supervisor. Vacation is intended to be used within the fiscal year it is awarded and should be planned accordingly.

Employees may not accrue more than three (3) weeks of paid vacation in any given year. However, carryover and limited payout options are available based on years of service:

- After 5 years of service, employees may carry over up to five (5) unused vacation days into the following fiscal year.
- After 10 years of service, employees may either:

- Carry over up to ten (10) unused vacation days into the following fiscal year, or
- Request a payout of up to five (5) unused vacation days at the end of the fiscal year, with prior District approval.

Employees are not eligible to use any paid vacation leave they have carried over or to accrue any additional vacation until they have officially reported for duty and begun active employment for the succeeding school year. Vacation leave will be prorated based on the employee's start date and applicable contract or work agreement.

Separation from Employment:

Unused vacation leave is not eligible for payout upon separation from the District.

SECTION 4: INSURANCE**A. Health Insurance**

The District will provide single health insurance coverage for all full-time employees at a cost of \$10.00 per month. Family health insurance is also available to full-time employees. Employees requesting family coverage will contribute \$200.00 per month toward the cost of the premium. Employees whose spouse is also employed full-time and eligible for health insurance through the District are exempt from this co-payment.

Part-time employees may participate in the District's group health insurance plan at their own expense. Participation in the District's health insurance program is optional.

B. Long-Term Disability Insurance

The District will provide a long-term disability insurance program for all full-time employees.

C. Dental Insurance

The District will provide single dental insurance coverage for all full-time employees.

D. Life Insurance

The District will provide a life insurance policy for all full-time employees, including accidental death and dismemberment coverage.

E. Eligibility and Effective Dates

Insurance benefits for full-time employees are effective July 1 of each year. Employees hired during the year will begin coverage on the first day of the month following their contract start date.

F. Policy Specifications and Carrier Selection

The District reserves the right to determine policy specifications and coverage details, as well as the process for selecting insurance carriers.

SECTION 5: WAGES

Wage information for each classified employee group is included in the addenda attached to this handbook.

For the 2025–2026 fiscal year, all classified employees will receive an increase of \$0.35 per hour over their 2024–2025 wage.

SECTION 6: HOLIDAYS

10-Month Employees: Nine (9) paid holidays: Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, and Memorial Day.

12-Month Employees: Eleven (11) paid holidays: Fourth of July, Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, Memorial Day, and the Friday of Spring Break.

Reportable hours for each holiday shall be those in effect contractually at the time the holiday occurs. To be eligible for any paid holiday, the employee must work the immediately preceding workday and the following workday or have an approved absence with pay in accordance with the Board's leave policy.

Part-time employees whose scheduled workday falls on a holiday will be paid for the holiday.

SECTION 7: VACANCIES

A. Posting of Vacancies

The District will announce job vacancies via email notifications as they occur. Each posting will include the application deadline, which will provide employees a minimum of three (3) calendar days to submit a written request to apply for the position.

B. Filling of Vacancies

The District retains the right to fill vacancies based on the best interests of the District.

SECTION 8: EVALUATION

A. Evaluation Process

The District will establish the evaluation criteria and instruments used to assess employee performance.

B. Ongoing Review

Employees will be continuously evaluated by their immediate supervisor and/or designee. All evaluations will be submitted in writing to the Superintendent.

C. Evaluation Conference

The evaluator will meet with the employee to review the evaluation and provide suggestions for professional growth and improvement.

D. Employee Response

The evaluator will provide the employee with a written copy of the evaluation. If the employee disagrees with the evaluation, the employee may submit a written response within five (5) school days of receiving the evaluation. This response will be attached to the evaluation file. Both the evaluator and the employee must sign the evaluation and any response. Formal evaluations are not subject to the grievance procedure.

SECTION 9: STAFF REDUCTION

In the event of a staff reduction, the Superintendent will make recommendations based on employee licensure or certification in their current assignment, qualifications, skills, abilities, and demonstrated performance. When these factors are equal among employees, the number of continuous years of service to the District will be considered. Staff reduction decisions are not subject to the grievance procedure.

EMPLOYEE ACKNOWLEDGEMENT FORM

This Employee Handbook contains important information regarding employment with the Central DeWitt Community School District. I understand that the policies, procedures, and benefits described in this handbook are subject to change, and I acknowledge that any updates will be communicated to employees through official District notices. Only the Board of Directors of the Central DeWitt Community School District has the authority to approve changes to the contents of this handbook.

I acknowledge that this handbook is not a contract of employment and does not create any legal rights. I have received a copy of the Employee Handbook, and I understand it is my responsibility to read, understand, and comply with the provisions contained within it, as well as with any future revisions.

Employee Name (Printed):

Employee Signature:

Date:

Addendum A
Associates

25-26 Starting Rate:

Base Wage	3+ years of experience
\$17.00/hr	\$17.50/hr

Substitute Associate Pay: \$15.75/hr

Longevity: 5 cents for every five years of continuous service completed in the district

Addendum B
Nutrition Service

2025-26 Rates

	2025-2026
Manager	\$19.86
Head Cook/Head Baker	\$18.67
Cook	\$18.25
General Food Service	\$17.05
Substitutes	\$15.25

- Longevity: After 10 years - 15¢
 After 15 years - 20¢
 After 20 years - 25¢
- When it is necessary to substitute a current employee for a higher-paying position, the employee will be paid the wage of the higher-paying position as long as the substitute employee clocks in at that position. If not, the substitute employee will receive the employee's regular rate for working in the employee's regular position.
- An employee who has reported to work at their regular start time upon school being canceled shall be compensated for one hour.

Addendum C
Custodians & Maintenance

Custodian Starting Rates:

	0–3 Years of Experience	3+ Years Experience
Full Time	\$20/hr	\$20.50/hr
Part Time	\$19.50/hr	\$20/hr
Night Shift	\$20.20/hr	\$20.70/hr
Substitutes	\$19.50/hr	

Maintenance and Grounds Starting Rates:

	0–3 Years of Experience	3+ Years of Experience
Maintenance/ Transportation	\$25.50/hr	\$26.00
Grounds/Transportation	\$23/hr	\$23.50/hr
Maintenance	\$24.00	\$24.50
Grounds	\$21.00	\$21.50

Longevity: 5 cents for every five years of continuous service completed in the district.

Addendum D Transportation

Transportation Starting Rates:

	0-3 Experience	3+ years Experience
Bus Route	\$22	\$22.50
Car/Van Route	\$19	\$19.50

Longevity: After 10 years - 10¢
After 20 years - 20¢
After 30 years - 30¢

Substitute drivers shall be paid according to the starting rate.

All activity trips shall be paid \$20.00 per hour.

Regular route drivers will be compensated at the driver's regular rate of pay when driving an activity trip during the driver's regular route time.

Once a driver has accepted a trip at a designated leaving time and that time is moved back, that driver will receive pay from the original time, provided the driver works during that time.

A minimum of one hour's pay will be given for all daily routes and runs for all drivers and substitute drivers. A minimum of two hours' pay will be given for all trips for all drivers and substitute drivers.

Drivers shall be compensated at the hourly rate up to a half hour for reporting at least thirty (30) minutes before the route starts to start and warm up the engine and to check all items on the bus checklist.

Special Assignments

Special Assignments will be offered in order according to the posted driver list, beginning with the most senior driver and moving down the list. Once assigned, a driver will be temporarily removed from the regular summer activity trip rotation for the duration of the Special Assignment.

Each year, the District will continue working down the seniority list to ensure all eligible drivers are offered a Special Assignment before beginning a new rotation cycle. If a driver declines a Special Assignment, the opportunity will be passed to the next most senior driver. The driver who declined will not be eligible again until the rotation returns to them.

Physical Exams

The District will pay for required physical examinations for bus drivers.

Training

Every employee shall complete the following training programs:

1. State Update Training every year.
2. CPR and First Aid Training provided by the District every two years.

Employees shall be compensated at their regular rate for training that cannot be accomplished during the employee's regular service hours.

Reimbursement

The District shall reimburse employees for the renewal cost for obtaining a commercial driver's license, provided the employee completes ninety (90) school days of successful service with the District.

Addendum E
School Health and Nursing Assistants

School Health and Nursing Assistants Starting Rates:

0–3 Years Experience	3+ Years Experience
\$19/hr	\$19.50/hr
Substitutes	\$17.50/hr

Addendum F
Secretaries

Secretary Starting Rates:

0–3 Years of Experience	3+ Years of Experience
\$20/hr	\$20.50/hr

Substitute Secretary Wage: \$19/hr

Longevity: 5 cents for every five school years completed

Addendum G
Accompanist

The board recognizes the need for accompanists.

Background checks must be completed prior to anyone serving as an accompanist for the Central DeWitt CSD.

Accompanist Wage: \$20.25/hr