



**Oelwein Community School District  
Staff Handbook  
2024-25**

**Notice of Nondiscrimination**

Students, parents, employees and others doing business with or performing services for the Oelwein Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, gender, marital status, sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities. The school district does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, gender, sexual orientation, gender identity or disability in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § Section 504 or Iowa Code § 280.3 is directed to contact: Superintendent of Schools 307 Eighth Avenue SE Oelwein, IA 50662 319-283-3536 or the building principal in any of the district buildings:

Tim Hadley  
Oelwein High School  
319-283-2731

Jamie Jacobs  
Wings Park Elementary  
319-283-1982

Jayme Hurley  
Oelwein Middle School  
319-283-3015

Chaps Wilcke  
Activities Director  
319-283-2731

Jamie Jacobs  
Little Husky Learning Center  
319-283-2302

Connie Adams  
Oelwein Online - O2  
319-238-8898

Who have been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and Iowa Code § 280.3. (2007)

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## **AREA I - ALL STAFF**

### ***Mission***

Oelwein Community School District does whatever it takes to educate all students.

### ***Vision***

#### **Happy**

- Provide a safe, nurturing, and engaging learning environment by recognizing student diversity as a strength and creating strong school-family-community partnerships.

#### **Healthy**

- Meet individual wellness, social and emotional needs for all students by providing positive support, teaching resilience, health, and leadership skills across all grade levels.

#### **Awesome**

- Encourage and grow opportunities for students to participate in activities inside and outside of the classroom that extend and expand learning. Each student will graduate college and career ready by showing academic excellence in the areas of creativity, critical thinking, collaboration, communication, adaptability, and productivity.

### ***Goals***

#### **HAPPY**

- By 2025 each building will reduce average daily office referrals by 1.0
  - 21-22 Elem. Baseline: 1.76
  - 21-22 OMS Baseline: 2.98
  - 21-22 OHS Baseline: 6 (w/ tardy & truancy 15.6)

#### **HEALTHY**

- Kids feel they belong: as measured by a positive attendance rate of:
  - 93% in the 2022-23 school year
  - 94% by 2023-24 school year
  - 95% by 2024-25 school year

#### **AWESOME**

- By 2025, 70% of OCSD students (grades 3-11) will be proficient on ISASP ELA assessment by averaging all grade levels scores together.
- By 2025, 62% of OCSD students (grades 3-11) will be proficient on ISASP MATH assessment by averaging all grade levels scores together.
- By 2025, 62% of OCSD students (grades 3-11) will be proficient on ISASP SCIENCE assessment by averaging all grade levels scores together.

#### **Equal Educational Opportunity (Board Policy 103)**

The board will not discriminate in its educational activities on the basis of race, color, national origin, creed, socio-economic status, religion, gender, disability, sexual orientation, gender identity or marital status. The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity. The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, creed, religion, gender, marital status, sexual orientation, gender identity or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

## **Anti-Bullying/Harassment (Board Policy 104)**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics; age, color, creed, national origin, race, religion, marital status, gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, gender, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district. If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion.

If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students. Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance;
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

- Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or, Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student;
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education

environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities;
- and/or Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. A school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. A school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Building Principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Building Principal or Superintendent will be responsible for handling all complaints by employees alleging bullying or harassment. The investigator will consider the totality of the circumstances presented before making a determination.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the district. The superintendent shall report to the board on the progress of reducing bullying and harassment in the district.

## **Diversity Awareness**

Every district employee will annually participate in diversity awareness and sensitivity training.

Protecting the rights of students of color

- Overt racist statements or acts by staff will not be tolerated and will result in disciplinary actions to be taken.
- Staff must actively report any racist/ bigoted acts, language, or insults made by colleagues, students, volunteers, or from fans at a sporting event.
- Staff must recognize their unconscious bias to students of color. We must make active attempts to extinguish biased decisions, teaching, and interactions.

Protecting the rights of transgender, non-binary, and gender nonconforming students

- All bullying and harassment, including offensive language based upon gender identity, gender expression, or stereotypes will be addressed consistently and equitably as all other types of discrimination.
- Faculty will address each student by the name and pronoun that corresponds with the student's



gender identity. Substitute teachers will be provided an updated classroom roster that reflects a transgender student's name that corresponds with their gender identity. Purposely misgendering may result in discipline up to and including termination.

- Provide students access to locker rooms that correspond with their gender identity. District staff will ensure all students have a safe and comfortable place to change. For students who prefer, access to an all gender or staff restroom or a private room for changing purposes will be made available.
- Students will be allowed to participate in groups/activities that correspond with their gender identity. It is the expectation to avoid using gender as a characteristic in classroom/school activities, and when planning or promoting events. Ensure that activities and events are inclusive of students and families of diverse backgrounds.

## Due Process

- Due process has value in a professional organization.
- Due process procedure should be used when there is a dispute, conflict, or complaint between employees or between the employee and employer.
- The purpose of due process is to provide for a professional and ethical resolution.
- It is in the best interest of both parties to reach resolution in a timely manner.
- The parties involved shall attempt to resolve disputes, conflicts or complaints informally or at the earliest possible stage.
- The steps to due process are:
  - o Meet, **in person**, and explain the conflict with the most direct person (colleague, coach, teacher, supervisors, director, manager, building principal, superintendent) as soon as possible or at least within 3 business days of the dispute, conflict, or complaint and attempt mutual resolution.
  - o If the issue is not resolved, the dissatisfied person/s shall meet **in person** with the next most direct administrator/director in an effort to work out the conflict. All appropriate parties should be present. This meeting should be completed within 3 business days of the previous decision. After hearing and understanding both sides, the director/building principal will record and send a written decision to appropriate parties within 2 business days.
  - o If the issue is not resolved, the next step is a meeting with the building principal in an effort to work out the conflict. All appropriate parties should be present at this meeting. This meeting should be completed within 3 business days of the previous decision in this process. The building principal will record and send a written decision to all parties involved within 2 business days.
  - o If the issue is not resolved, the next step is a meeting with the superintendent in an effort to work out the conflict. All appropriate parties should be present at this meeting. This meeting should be completed within 3 business days of the previous decision in this process. The superintendent will record and send a written decision to all parties involved within 2 business days.
  - o If the conflict is not resolved. The dissatisfied person/s shall ask for a hearing (a closed hearing is without the public/press) with the school board at the next regular meeting.
    - A hearing must be on the agenda for a board decision to made
    - A hearing will be held at the next scheduled school board meeting.
    - A hearing must be requested in writing and given to both the superintendent of schools and the board secretary on or before the Wednesday prior to the next scheduled school board meeting. The following things must be placed on the request: 1) Request for a hearing, 2) Request for closed or open meeting,

3) Summary of conflict/complaint, 4) Summary of steps and results of due process 5) A solution to conflict/complaint and 6) Signature and date.

- o An association representative can be present at any of these due process steps.
- o Timelines can be extended by mutual agreement of both parties.

\*Supervisory and Evaluation Chart - Appendix E

## **Employee Dress and Conduct**

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.

Employees will conduct themselves in a professional manner. Employees will 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.

Licensed employees of the school district, including administrators, will follow the code of ethics for their profession as established by the [Iowa Board of Educational Examiners](#). Disciplinary actions include verbal warning or written warning, which if behavior is not corrected, could lead to suspension and / or termination.

## **Expense of Traveling Employee**

Employees who may be requested to use their own automobiles in the performance of their duties, and employees who are assigned to more than one (1) school per day, shall be reimbursed for all such travel at the rate of sixty-seven(\$0.67) cents per mile for any miles incurred above the round trip distance from their home to their base school. The base school shall be the school at which the majority of their time is spent. When this time is equal, the base school shall be the school nearest his/her home. Reimbursement will be made at the end of each semester after the employee provides a driving log. Logs should be given to Central Office within 30 days of the end of the semester.

The same allowance shall be given for use of personal cars for field trips or other business of the district when required by the administration.

## **Meals and Travel**

When authorized by the administration, the Board shall reimburse employees for meals and lodging expenses incurred while on field trips, conventions or conferences and other school business. With a maximum of: Breakfast - \$14, Lunch - \$16, Supper - \$29 Meals will be reimbursed with proper itemization, gratuity will not be reimbursed to exceed 15% \*Allotments are set by GSA (Government Services Agency)

Registration fees should be scheduled ahead of time and paid for with Purchase Orders if possible.

Hotel and travel accommodation will be solely booked and coordinated through Central Office.

### **Best Practices**

- \*All reservations requests should be made as far in advance as possible to ensure reasonable rates.
- \*If the school is paying for your stay, staff members will be asked to double up in rooms.
- \*Central Office may price to find the best rates.
- \*Receiving personal benefits from utilization of a personnel travel reward account (Hotel and Flight) should be avoided. If hotel/airline staff apply them when using a personal credit card for incidentals, please notify Central Office staff.

- \*Final room accommodations to be set by Central Office staff.
- \*Students will be grouped by gender and placed in rooms to maximize occupancy.
- \*Staff will be grouped by gender and will be roomed 1 person per bed available. Exceptions can be made for a spouse.
- \*Supervisors will not room with faculty. If multiple, they may be assigned rooms, by gender and 1 person per bed available.
- \*One student should never have accommodations alone.
- \*When staying in accommodations with male and female a good faith effort should be made to chaperones representing both male and female students.

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## **ETHICS, HONESTY, & DISCIPLINE**

### ***Insubordination***

Insubordination, disobedience, failure or refusal to follow the written or oral instructions of supervisory authority, or to carry out work assignments will not be tolerated. Insubordination will result in discipline including termination.

### ***Dishonesty***

District employees are expected to perform their jobs in an honest manner. Any actions deemed dishonest will incur appropriate discipline.

Dishonesty may include: Lying to a supervisor, failure to report or give notice, being deceptive, turning in work for someone else, and falsifying official school records. (This list is not considered to be exhaustive)

### ***Ethics***

District employees are expected to perform their jobs in an ethical manner. Any actions deemed unethical will incur appropriate discipline. Licensed staff members are expected to know and understand the Code of Ethics of the Iowa Board of Educational Examiners.

Employee discipline that must be reported to the BOEE includes written reprimands, written warnings, job separation agreements, resignations, nonrenewals, or terminations that resulted from employee misconduct covered by the mandatory reporting areas. The mandatory reporting discipline areas are listed below:

1. Soliciting, encouraging, or consummating a romantic or otherwise inappropriate relationship with a student.
2. Falsifying student grades, test scores, or other official information or material.
3. Converting public property or funds to the personal use of the school employee.
4. Being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, or consuming illegal drugs, unauthorized drugs, or alcohol.
5. Discrimination on the basis of free speech or intellectual freedom

### ***Mandatory Cooperation in Workplace Investigation***

Any workplace investigation conducted by administrative staff or their designee will receive complete cooperation of all employees.

### ***Mandatory Reporting of Post-Employment Arrests and Convictions***

Any employee who is arrested or convicted shall report such to the district administration. Failure to do so shall incur discipline, up to and including termination.

## **Absenteeism**

In order to accomplish the goals and mission of the district, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of a workday. Employees must notify their supervisors or principals of all times when they will be absent. Absences arranged in advance do not require a call when absent or when returning to work, unless outside the scheduled time off. If an employee is absent for three consecutive workdays without proper notification and authorization, the employee shall be considered to have abandoned his or her position and may be terminated.

For the smooth running of the organization, it is essential that all team members contribute to the success of the organization. Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action. Failure to report promptly at the starting time or leaving before the scheduled quitting time or failure to timely notify the proper supervisor of impending absence or

tardiness, prior to designated starting time, is reason for disciplinary action. Refrain from abusing sick leave, personal leave, and other leave privileges.

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

Every employee should know to whom he/she reports absences and submits leave requests. In all situations regarding staff absences, communication and necessary application for leave should be done in a timely manner. Failure to do so is a reason for disciplinary action.

### ***Special Leave (BP 403.5)***

Special leave may be granted at the discretion of the Superintendent to employees who are involved in a terminal illness or a life threatening accident with their spouse or children. Five days paid leave will be deducted from the employee's sick leave and five additional days may be requested with the employee paying the substitute's salary. Personal leave must be used before special leave will be granted. Information may be requested from the employee's doctor to assist the Superintendent in his decision.

### ***Unpaid Time Off***

All unpaid leave is a violation of contractual obligations between the School Board and the Employee and should be considered denied.

Request/Communication for unpaid time off must be processed by your direct supervisor and the superintendent. All unpaid leave will be entered into Software Unlimited by Central Office staff as "Unpaid Administrative Leave".

FMLA & Child Rearing exclusions will apply.

Employees taking unpaid leave will be considered for the following sequential disciplinary action:

- Phase 1: Formal Reprimand and meeting with supervisor and Superintendent of Schools
- Phase 2: Performance Improvement Plan to include working other school events as a buyback
- Phase 3: School Board Termination Review

\*Employees wishing to be removed or to reduce a "phase" may request in writing to the superintendent to do so, following 365 days of good attendance. The final decision to do so will be determined by history and a comprehensive attendance evaluation. The decision by the superintendent is final.

The following shall be used as a guide for determining the appropriate punishments.

- Notice, professionalism, and approach to seeking improvement.
- Is the reason for leave is out of the control of the employee? E.g. natural disaster, family needs.
- All personal leave must be used before unpaid leave can be applied
- Total absentee and comprehensive attendance of the employee
- Accumulative leave being requested.

Unique and/or special circumstances for unpaid time off will be allowed solely at the discretion of the School Board. A written request should be submitted two weeks in advance of a regular board meeting, seeking Board permission to take Unpaid Time Off. Requests will be submitted to the School Board for their review and denial/approval.

## **Progressive Discipline**

When a staff member is found to be in violation of Federal Code, State Code, School Board Policy, The Staff handbook, or administrative procedure, they may be disciplined by their immediate supervisor. The Progressive Discipline Procedures are meant to be used as a guide. Certain situations, depending on severity, may require a supervisor, director, or administrator to move to a more severe step.

1. **Awareness** - Verbal or written warning notifying the employee of their need to correct their actions. This is intended to be informal. Supervisors shall keep a record of all Awareness conversations and may ask an employee to sign a form confirming that the conversation took place.
2. **Reprimand** - A formal written warning of the Discipline event. The Reprimand will describe the action that took place, provide a recommendation for improvement, and will be presented at a scheduled meeting with the employee. All reprimand letters will be placed in the employee's permanent file.
3. **Suspension or Performance Improvement Plan (PIP)** - An employee may be suspended with or without pay as well as receiving their final warning in writing. They may also be required to complete and participate in a performance improvement plan. A PIP will be jointly written to accurately articulate the performance issue that needs to be improved upon, the conditions of expected performance, and will include some measures of support from the district. Upon completion and adoption of the PIP, it will be regularly monitored and followed through completion. If satisfactory performance is not achieved, it may be extended or the employee may be moved to step four.
4. **Recommendation for Termination** - A supervisor will notify the employee by letter and provide a copy to the Superintendent that they are seeking termination of the employee. The Superintendent will interview the employee and complete a review of the facts. It will ultimately be up to the Superintendent to make a recommendation to the Oelwein School Board to seek the termination of an employee. The final decision on termination will be up to the School Board.

## **Business Procedures**

It is the responsibility of all employees to immediately notify their immediate supervisor or the District Business Manager in the event of becoming aware of, or suspecting any misuse of, district funds or other fraudulent behavior by any district employee. District employees are expected to always perform their jobs in an ethical and honest manner. Any actions deemed unethical or dishonest will incur appropriate discipline.

Any deliberate deception which secures an employee unfair or unlawful gain will be grounds for discipline and may be turned over to law enforcement. Any licensed employee will also be charged with fraud as a violation of the Iowa Board of Educational Examiners' Code of Ethics and the district will petition for license revocation.

### ***Personal Profit***

District employees and students are to be free of coercion to purchase or contribute to any product or cause that benefits any employee personally. Employees are not to engage in solicitation or selling for personal benefit or profit. For any licensed employee, such behavior violates the Iowa Board of Educational Examiners' Code of Ethics, and the district shall report such.

### ***Theft***

All thefts should be reported immediately to the principal or supervisor. Any convictions of theft will result in appropriate discipline, up to and including termination.

### **Misc. Funds and Cash**

The amount of cash that may be kept in the school building for any one day shall be sufficient for the day's operations. Funds raised by students shall be kept in the Student Activity Fund and deposited in the designated bank as soon as possible – Never longer than 48 hours – **NEVER kept at home.**

**Please Note:** *All miscellaneous funds MUST be kept as part of the activities fund. No school official may collect or handle funds related in any way to Oelwein Schools without recording all receipts and expenditures in the district account. Most often that account would be the building activities account. This means that ALL fundraising or sales of any product MUST be approved by your building principal and ALL MUST be recorded in the activities account*

### **Fundraising**

Students may raise funds for school-sponsored events with the permission of the School Board. Fundraising by students for events other than school-sponsored events is not allowed without permission in advance from the Building Principal. Collection boxes for school fundraising must have prior approval from the principal before being placed on school property. It is the responsibility of the Activities Director, in conjunction with the principal, to develop administrative regulations regarding this policy.

### **Purchasing**

No purchase is to be made without an authorized purchase order. All purchase orders MUST be approved and coded by the building principal or immediate district supervisor prior to requesting approval from the superintendent.

### **Purchase Reimbursement**

Steps to seeking reimbursement:

- 1) Written prior approval from the direct supervisor must be obtained. (Email, Text, POs are appropriate)
- 2) Make purchase, Retaining all receipts
- 3) If not complete - Complete a requisition request and receive a PO
  - a) \*Not required for mileage or meal reimbursement.
- 4) Complete reimbursement form, attach evidence of prior approval, PO Number, and receipts when making a reimbursement claim.

*Unauthorized purchases will become the responsibility of the individual and NOT THE SCHOOL DISTRICT.*

### **Statement for Fiduciary Duty**

Every OCSD employee from Superintendent to Substitutes have a duty to act in the best interest of the district. That includes extra care when carrying out the duties surrounding the care of public resources. Those fiduciary responsibilities and be carried out in 4 way:

- Duty of obedience: Adhere to OCSD Policy, superiors' instructions, and the law.
- Duty of information: Disclose necessary information and remain truthful about performance and operations. Refuse to divulge certain information to nonessential parties.
- Duty of loyalty: Act in the most favorable way for students, the district, and avoid conflicts of interest.
- Duty of care: Evaluate decisions' potential outcomes before acting.

### ***Class/Club Funds***

All class/club funds will be deposited in the correct fund in the office. A record will be made of each deposit and each payment from this fund. A statement of each account is available from the business manager.

It is the responsibility of each staff member in charge of an activity or organization handling funds to secure prior approval for an expense and a requisition form from the office. Be sure that the staff member or the student gets an invoice/receipt. Bring the invoices to the office and they will be paid. Do not keep money in an unsecured area. Turn all funds into the office. Do not keep funds in your classroom, including in your classroom area, overnight or at home.

### ***Club Sponsors***

Sponsors are in charge of and responsible for the activities of their organization. All calendar dates should be cleared through the principal's and activity director's office in advance, and all expenses should be cleared through the head class or club sponsor in advance. Contracts entered into by classes or clubs must be signed by the principal.

All money handled by an organization should be locked in the principal's office or arranged for it to be put in the bank. On nights of school activities, someone from the school will be making a night deposit so money can be turned over to him or her.

At least one sponsor is to be in attendance when your group is having an activity. Generally speaking, students attending an activity in the school building may not leave and return to the building. This is especially true for dances.

### ***Iowa Gift Law***

The Iowa Gift Law, found in Iowa Code, Section 68B.22, applies to all public employees, which include administrators, teachers, support staff, and coaches at school districts. The gift law prohibits a public employee or that person's immediate family members from accepting or receiving, directly or indirectly, any gift or series of gifts from a restricted donor.

A "restricted donor" is defined as a person or other entity which:

1. Is seeking to be, or is a party to, any one or any combination of sales, purchases, leases or contracts to, from or with the school district;
2. Will be directly and substantially affected financially by the performance or nonperformance of the employee's official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or
3. Is a lobbyist or a client of a lobbyist with respect to matters within the school district's jurisdiction. Iowa Code Section 68B.2(24).

Exceptions to the prohibitions in the gift law include, but are not limited to the following:

1. Nonmonetary items with a value of \$3.00 or less that are received from any one donor during one calendar day. 68B.22(4)(j)
2. Informational material relevant to a public employee's official functions, such as books, pamphlets, reports, documents, periodicals, or other information that is recorded in a written, audio, or visual format. 68B.22(4)(b)



3. Anything available or distributed free of charge to members of the general public without regard to the official status of the recipient. 68B.22(4)(c)

The consequences for violating the gift law are severe. Iowa Code Section 68B.34 states: "In addition to any penalty contained in any other provision of law, a person who knowingly and intentionally violates a provision of sections 68B.2A through 68B.8, sections 68B.22 through 68B.24, or sections 68B.35 through 68B.38 is guilty of a serious misdemeanor and may be reprimanded, suspended, or dismissed from the person's position or otherwise sanctioned."

For a serious misdemeanor, there shall be a fine of at least three hundred fifteen dollars but not to exceed one thousand eight hundred seventy-five dollars. In addition, the court may also order imprisonment not to exceed one year. Iowa Code Section 903.1(1)(b).

The gift law specifically gives the public employer permission to fire the employee who takes a gift in violation of this law.

Finally, violation of the gift law is a violation of the Board of Educational Examiners Code of Ethics. Therefore, the public employee who is also licensed by the BOEE could lose his or her license.

### ***Payroll***

Payroll cut-offs deadlines will be strictly followed. Please adhere to those dates for appropriate and timely payout. See Appendix G.

### ***Timesheet***

Certified and Classified Staff working outside of their regular duties may need to complete a paper timesheet. These need to be submitted to the supervisor in a timely fashion for signatories and then submitted to Central Office/Payroll following the payroll cut-off calendar. Timesheets will not be processed without proper signatures, job assignment details, and complete time/hour log. Missing information will result in a delay in processing and pay.

### ***Payroll Deduction***

Upon appropriate written authorization from the employee, the Board shall deduct from the salary of any employee and make appropriate remittance for 403(b) registered with Iowa RIC, group insurance, district lunch accounts, Wellness Center memberships, and the United Way.

## **Staff Technology Use**

### ***Technology / Internet and Email Use by Staff***

District level communications are solely conducted through email using district email accounts. It is the responsibility of the employee to regularly monitor and check those accounts.

The Internet and the use of email are not only a convenience in today's world, but a requirement for all teachers in the Oelwein District. Teaching staff and Administrators need to be up-to-date with the latest technology and must be able to use that technology to assist learning in the classroom as well as to enhance communication between staff, administrators, parents, students and outside education related resources. The expectation of this technology literacy is the responsibility of all of us. All staff must accept the responsibility to learn and use these tools. The district must accept the responsibility to offer a reasonable amount of training to assist in this effort for staff. (If you have a need for training in any area of technology, please inform your building principal so arrangements can be made.)

Email and Internet use are provided as a tool for staff to use as part of their job. Abuse of this tool by using it for personal use during contract time could result in disciplinary action being taken. The use of the school computer should not be for personal shopping during the school or work day. Non-school

related email should be restricted to non-school hours. Employees are discouraged from use of non-school email during school hours as well. (Examples include): Yahoo, Hotmail, local ISP web mail. If you have a special need for these email services, please make contact with your building principal and director of technology for electronic permission.

District employees are urged to use great care and discretion when using social networking and blogging venues such as Facebook, Twitter, etc. for school use.

District issued technology is subject to inspection at any time and any district computer that is on our network is monitored 24 hours / day for inappropriate use. (**Social network usage as well as any Internet browsing for other than school related business is not allowed during the school day.**)

Please report any concern of abuse to your principal immediately.

NOTE: Only approved district staff are to manage or work on any district computer, network, software or any other program used by the Oelwein Community School District. If there is a need for outside assistance for any of our technology or equipment, permission must be approved by the Director of Technology and/or the Superintendent of School. "NO EXCEPTIONS!"

Telephone / Cell Phone Use: District and personal phones and message devices are to be used appropriately at a time that does not conflict with the employees' duties. All personal calls should be made during sanctioned breaks. District telephones are only for official school business. In the case of an emergency, a message may be received or telephone call made. We trust that employees will not abuse this emergency use.

### ***Social Media Accounts***

Oelwein Schools recognizes the importance of social media as a means of communication. The District encourages the appropriate use of social media as a means to communicate, whether as an individual or as a school or District program, if such use is helpful in reaching our various constituencies.

The District acknowledges that its employees have the right under the First Amendment as private citizens to speak out on matters of public concern. However, the District has the right to regulate the speech of employees in specific circumstances. Accordingly, it is essential that employees conduct themselves in such a way that their personal and/or educational use of social media does not adversely affect their position with the District.

The purpose of these guidelines is to establish protocols for the use of social media by employees and to outline expectations for its use. Social media includes websites such as Facebook, Twitter, Instagram, or other social media and web 2.0 tools.

### ***Expectations for all use of social media (personal and educational)***

- OCSD employees' behavior on social media should reflect the same standards of honesty, respect and consideration they are expected to adhere to in all forms of communications and interactions.
- Do not submit or post confidential or protected information about the District, its students, alumni, or employees. You should assume that most information about a student is protected from disclosure by both federal law (the Family Educational Rights and Privacy Act (FERPA) and state law (Iowa Code Section 22.7(1)). Disclosure of confidential or protected information may result in liability for invasion of privacy or defamation and result in disciplinary action up to, and including, discharge from employment.
- Report, as required by law, any information found on a social networking site that falls under the mandatory reporting guidelines.

- Do not use language that could be considered defamatory, obscene, proprietary, or libelous, or that constitutes an incitement to imminent violence or a true threat.
- Do not post or otherwise publish content that is or could reasonably be perceived as bullying, discrimination, or harassment in violation of OCSD policy.
- Exercise caution with regards to exaggeration, colorful language, guesswork, copyrighted materials, legal conclusions, and derogatory remarks or characterizations.
- Consider whether a particular posting puts your professional reputation and effectiveness as an OCSD employee at risk.
- Be cautious of security risks when using third-party applications within a social media site.
- Run updated malware protection to avoid infections of spyware and adware that social media sites might place on your personal computer.
- Be alert to the possibility of phishing scams that arrive through a social media site.

### ***Expectations for the personal use of social media***

In addition to Section I, above, employees using social media for personal (non-District- related) purposes are expected to:

- Refrain from accepting current OCSD students as “friends” on personal social media sites.
- Be aware that people classified as “friends” have the ability to download and share your information with others.
- Remember that once something is posted to a social media site it may remain available online even if you think it is removed.
- Assume that anything you post to a personal social media site can be accessed by anyone and will be available forever.
- Sharing school or District social media posts to your personal social media page (i.e. retweeting an @OelweinHuskies announcement to your personal Twitter page) is acceptable and encouraged if it is something of interest to you.
- Set and maintain appropriate social media privacy settings. Be aware that social media sites can change their privacy policies and standards at any time, possibly exposing posts that employees believed were private to the public.
- Avoid using a social media site to post content which may be considered defamatory or obscene, and do not post content which violates copyright or other intellectual property laws.
- Never use a social media site to post information about an OCSD student or employee in a way that is or could be reasonably perceived as discriminatory, harassing, or otherwise derogatory.
- Never use a social media site to post or otherwise publish confidential or protected information about the District, its students, or its employees. Disclosure of confidential or protected information may result in liability for invasion of privacy or defamation.

### ***Expectations for the educational use of social media***

In addition to Section I, above, employees using social media for educational (school or District-related) purposes are expected to:

- Comply with all District policies and state laws on the use of district-owned hardware, software and networks apply, as relevant, to the use of social media for an OCSD school, class or program.
- Notify your supervisor/principal if you wish to establish a social media site for a school, class or program.
- If using Facebook, create an organization page for your school, class or program; do NOT use a personal Facebook page for school-related purposes .

- Establish expectations for acceptable use on your social media site that are compliant with the District's expectations for acceptable use (see example at end of document).
- Do not post anything on a school or District affiliated social media page that advocates for or against a political candidate or ballot initiative.
- Refrain from posting or otherwise publishing images that include students without parental release forms on file, which can be confirmed on Infinite Campus.
- Pay close attention to the site's security settings and allow only approved participants access to the site.
- Remember that behavior inappropriate in school or the classroom should be considered inappropriate online.

Employees found to have engaged in inappropriate use of social media or other electronic communication may be subject to disciplinary action by the District, up to and including termination.

### **Establishing a school or District-related social media site**

Anyone who wishes to establish a social media site for an OCSD Central office, school, class or program must first notify their supervisor prior to creation.

#### ***General***

The goal of providing technology resources is to promote educational excellence by facilitating, teaching and learning, research, production, innovation, communication and collaboration. The use of technology resources must be in support of the district's educational objectives. Access to various technology resources is available to users for academic related purposes only. A 'user' includes, but may not be limited to the following: student, faculty, administrator, staff, volunteer and support personnel. Access is a privilege, not a right. Permission from parents or guardians is required before students may access the school computer network services. All school district users must sign an Acceptable Use Agreement before access is permitted.

Technology resources not only include district owned hardware and servers but all resources used in the infrastructure, including personal devices. The infrastructure includes the wired network as well as the wireless network and the utilization of bandwidth associated with each segment of the network (e.g. user accessing district network using personal device).

#### ***Privileges & Responsibilities***

Usage of the Oelwein Community School District's network and the Internet computer networking capabilities must be directly related to education consistent with the instructional objectives of this district.

Access to these facilities imposes certain responsibilities and obligations. Users are expected to abide by the generally accepted rules of digital etiquette and district policies. Users are not to modify the standard configuration of any computer or other technologies. Users should report any malfunction, inappropriate material or improper usage to the appropriate staff. Users should not use technology in any way that disrupts use by others or creates a hostile learning environment. Examples of prohibited conduct include but are not limited to the following:

#### ***Property Rights***

Users must respect the property of others by crediting sources and following all copyright laws. Users may not download or install software without administrative permission. All software loaded on the District's hardware is the property of the District and may not be copied or transmitted to any outside party. No student or employee shall remove software or data from district-owned computers. No

student or employee may copy, download from the Internet or install onto a District computer or otherwise use any software in violation of applicable copyright and license agreements.

### ***Security***

Oelwein Community School District cannot guarantee the security of electronic files located on the Google Mail system. Though a powerful content filter is in place, the District cannot assure the user will not be exposed to unsolicited information.

### ***Privacy***

The district permits the use of its computer facilities for the storage of personal data and files, so long as this does not adversely impact the operation or capacity of the system in a material way. Users should not assume any right of privacy in their personal files maintained on the District's technology infrastructure. Examples of this include, but are not limited to the following: Cloud technology such as files stored on third party servers, Email, District computers, devices, network and servers.

The district has the right, but not the duty, to monitor any and all aspects of its computers, computer network systems, and Internet access including, but not limited to, monitoring sites students and staff visit on the Internet and reviewing email. The administration and technology coordinator shall have both the authority and the right to review or monitor, with or without prior notice, the content of electronic communication for any reason, including but not limited to retrieval of information, investigation or resolution of network or communications problems, prevention of system misuse, ensuring compliance with policies for use of third party software and information, ensuring compliance with legal and regulatory requests and enforcement of this policy. The district also reserves the right to review, inspect the content of, and monitor all information residing on all computers and file servers for such purposes. Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the district's computers and computer network systems, including the Internet.

Users are permitted to access the district's wired and wireless network with their personal devices. Users may not engage in activities that consume excessive amounts of network bandwidth, such as downloading, uploading and/or live streaming non-school related content. If network administrators suspect high utilization of bandwidth or inappropriate use of district technology resources, a user may be asked to turn over a device and any passwords needed to verify the suspicions.

### ***Safety***

Individuals who utilize the district's technology resources are expected to abide by the principles of digital citizenship.

Although reasonable efforts will be made to make sure students will be under supervision while on the network, it is not possible to constantly monitor individuals and what they are accessing. Some students may encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify supervisory personnel or other appropriate personnel of what occurred.

### ***Public Image***

Our district's public image starts with YOU! Because you work for our schools, your friends, neighbors and business contacts think – and rightly so – that you are the schools. Their attitudes can be formed or changed by what they see, hear and experience as they deal with you. These judgments and attitudes can have a direct relation to the level of financial and political support our schools receive from the community, as well as state and federal governments. And that support can have a direct impact on your job and income.

Here are some things you can do to help people in our community form a positive attitude about our schools:

- Be aware that people believe you when you're talking about what happens at school or in the district. Are you relaying first-hand information you know is fact? Will sharing that information help the district do its job of educating students?
- All of us have personality conflicts with people now and then. "If you can't say something nice, don't say anything at all."
- Keep up with what is happening in our district. If someone asks you about an issue and you don't know the answer, simply say, "I don't know." Then find out about the issue from someone in the district who has the complete information and relay that information to the person who asked you about the issue. If you see a problem, it's yours. If you think somebody should do something about it, remember you're as much a somebody as anybody.
- Know that you are a very important part of the entire educational process. Be proud of what you do, and do it with pride. Convey that pride in how you talk about our schools.
- First impressions are really important. Communications experts say that people form opinions about you in the first seven seconds. Remember that fact when you answer the phone, greet someone or respond to a question or complaint.
- Remember that students and the public are our jobs, not interruptions. Provide as much help as reasonably possible. Be a student and family first employee.
- Don't be afraid to toot your own horn. Share with the person in our district responsible for community relations your special achievements on the job, or if you receive an award, are elected to an office or engage in a unique hobby that might be newsworthy.

## Required Trainings

- |   |   |
|---|---|
| *Bloodborne Pathogen (CFR) 1910.1030                                      | *Mandatory Reporter - All staff (3 Years) |
| * <a href="#">Suicide Awareness and Prevention</a> IC §279.70             | (Both Child and Adult Abuse required)     |
| *Cybersecurity - Admin Policy/EMC   | *Serve Safe (Food Service only)           |
| *ALICE - Active shooter scenarios   | *CPR - Coaches only (2 years)             |
| *Diversity Awareness - 281 0 IAC 12.7 (1)                                 |   |
| *Lock Out / Tag Out (Custodial/Maintenance only)                          |   |
| *Asbestos (Custodial/Maintenance only) 29 CFR§ 763.84                     |   |
| *CH. 103 Seclusion and Restraint CPI - Identified special education staff |   |

## Ladder and Stair Training

- Staff shall not use a ladder on school grounds without receiving the appropriate annual training.
- Training will be provided on an annual basis to maintenance, technology, custodial, and kitchen staff. All other staff wishing to utilize a ladder or stairs at work must make a request to their direct supervisor to receive or attend training.

## UNIVERSAL LEAVES

*If you believe your leave balances have been incorrectly rolled over from the previous contract year, requests for reconciliation of leave balances must be submitted to Central Office for review before September 30 of the Fiscal Calendar year.*

## Short Term Sick Leave

All leave types are to be taken in ½ or 1 full day increments.

Leave requests can only be requested/submitted in 1 week increments (Can not cross over the

weekend).

Leave types are not eligible to be changed once they have begun.

### Personal Illness and Temporary Disability

Public school employees are granted a leave of absence for personal illness or injury in the following minimum amounts:

1st year of employment. . . . .	10 days (Prorated*)
2nd year of employment. . . . .	11 days
3rd year of employment. . . . .	12 days
4th year of employment. . . . .	13 days
5th year of employment. . . . .	14 days
6th year and subsequent years of employment. . .	15 days

Regulations and procedures are as follows:

\*1st year of employment does not carry to the next contract year if the start date is after Jan. 1.

The unused days shall be cumulative to a maximum of 140 days.

The accumulation of days shall apply on to consecutive years of employment in the Oelwein Community School District. Leaves granted by the Board shall be considered consecutive years of employment.

The employee shall notify the superintendent in advance in cases where the employee knows the illness will result in temporary disability of more than ten school days.

A physician's statement of specific complications when the period of temporary disability exceeds thirty-five calendar days, shall be submitted on a form provided by the employer.

Illness or hospitalization that can be deterred for medical attention to non-contract times shall not be covered by this personal illness and temporary disability article. This shall be in the judgment of the employee's physician.

The school board may require such reasonable evidence as it may desire confirming the necessity for any such leave.

### **Family Sick Leave**

School employees will be granted a leave of absence for illness of a parent, spouse or child/step-child/foster, including the birth of a grandchild of the son or daughter, in the following amounts: Employees can use a maximum of nine sick leave days each year for family leave. Any family leave days used during the year will be subtracted from the amount of sick leave communicated to each employee at the beginning of each year.

Family sick leave does not carry over year to year.

### **Jury Duty or Court Appearances**

Any employee called for jury duty or work related subpoena or other court appearances\* during school hours shall be permitted to be absent without loss of pay and without charge against leave.

Any compensation shall be reported to the employer and the salary of the employee shall be reduced in the amount the employee received for jury service.

No such payment will be made to an employee for such service on any day the employee would not have worked for the school district.

\*Any request for an absence without loss of pay, not jury duty, should be directly communicated to the superintendent. Court appearances that are personal in nature (divorce, criminal, custody, etc) will be

required to utilize PTO/unpaid leave.

### **Bereavement**

<b>5 Days</b>	paid leave (per occurrence) in the event of the death: parent spouses child
<b>3 Days</b>	paid leave (per occurrence) in the event of the death: mother-in-law father-in-law sibling sibling-in-law daughter-in-law son-in-law
<b>2 Days</b>	paid leave (per occurrence) in the event of the death: grandparent great-grandparent grandchild Other extended family not otherwise mentioned
<b>1 Day</b>	Paid leave allowed to attend the funeral of any acquaintance or relative not identified above per school year. <i>*If traveling more than 250 miles for a funeral - this day may be added to any of the above categories with the written permission of the superintendent.</i>
Exception to the above bereavement and additional unpaid leave shall be permitted at the discretion of the superintendent.	

### **Association Leave**

Two days total shall be available for representatives of the Association to attend local and state affiliated organizations. The representatives shall receive their regular pay. (Individual employees that might be honored with state recognition will receive one (1) Association Leave Day to be present for this honor in addition to the scheduled days available)

### **Child Rearing Leave**

Leave may be requested by an employee who is pregnant or an employee processing an adoption. The request shall be submitted 60 calendar days prior to the date the leave is expected to commence. The employee shall be entitled to all fringe benefits upon returning to work that were available to them at the beginning date of the leave. The employee shall not lose tenure on the salary schedule that had been allowed prior to the date of the leave. The employee will be re-employed in the employee former position if available. If that position is not available, then to a position for which the employee is otherwise certified. Failure of the employee to return on the date approved by the employer shall constitute grounds for termination.

Child rearing leave of absence granted under this section shall be without pay, but will not include removal of district paid fringe benefits. The employee may be eligible for COBRA medical insurance. This leave shall be subsequent to the birth of the employee's child, or in the case of adoption, when the child is physically turned over to the employee.



## ***Worker's Compensation***

Employees are covered by Workers' Compensation insurance in the event of a work-related injury, which provides for payment of employees' medical expenses and partial salary during the period of incapacity. The Workers' Compensation laws of the State of Iowa determine how employees receive medical care and how they are paid for lost work time as a result of a work-related injury.

An employee must report a work-related injury to their supervisors immediately following the injury, or as soon as the employee has knowledge of the injury. If an employee is collecting Workers Compensation benefits, the employee may elect, in writing, to use sick leave, personal/PTO, or compensatory hours to supplement that pay period. Sick leave will be drawn down in full-day increments when supplementing Workers' Compensation benefits. If there is not enough sick leave to cover work absences, it will be taken as unpaid leave. If the employee solely elects to receive payment from the Worker's Compensation carrier, the District will not pay any additional compensation and sick leave will not be deducted for the absence.

## AREA II – CERTIFIED STAFF

### ***Licensure:***

All professional employees shall be properly certificated as required by statutory enactment, the Iowa Department of Education, and the Iowa Board of Educational Examiners.

Policy 404.5 – State of Iowa Evaluation and License Issues: Our district follows all regulations regarding State of Iowa evaluation and licensure renewal procedures for teacher induction, probationary teachers and career teachers.

A current copy of employee licensure must be on file at the Central Office. It is the professional obligation of all certified staff to keep track of their own license and endorsements and that they be kept up to date. Failure to do so will result in your inability to work while receiving pay and/or termination of the teacher's contract.

### ***Wages and Salary***

Schedule A – B.A. base shall be **\$47,500** {2024-2025} APPENDIX B

### ***Placement on Salary Schedule.***

- Each present employee shall maintain his/her present status as related to the current salary schedule.
- Teachers coming into the school district or returning to the district shall receive credit of previous teaching experience in properly accredited school systems, at the discretion of the superintendent.
- A year of service consists of employment in the Oelwein School system for ninety (90) consecutive teaching days or more in one school year.

### ***Advancement Placement on Salary Schedule.***

- Increments. Employees on the regular salary schedule shall be granted one (1) increment or vertical step on the schedule for each year of service until the maximum step for their educational classification is reached. Advancement is subject to satisfactory performance to the employee and to have a permanent teaching certificate. Employees shall be notified by the end of the semester of any possibility of being held on a step.
- Employees on a regular salary schedule who acquire the required amount of hours to move horizontally from B.A. education lane and above, shall move to the step for which they are eligible.

### ***Loyalty Bonus***

Teachers shall be eligible for a loyalty bonus beginning with 17th year of service and every three years thereafter shall be non-cumulative. The following chart indicates the years of service and the amount of the bonus. Bonuses will be applied over 24 pay periods over the course of the year.

<b>Years</b>	<b>Amount</b>	<b>Years</b>	<b>Amount</b>
<b>17</b>	<b>\$1,500</b>	<b>26</b>	<b>\$3,000</b>
<b>20</b>	<b>\$2,000</b>	<b>29</b>	<b>\$3,500</b>
<b>23</b>	<b>\$2,500</b>	<b>32</b>	<b>\$4,000</b>

### ***Pay Period***

Each employee shall be paid in twenty-four (24) equal installments on the 5th and 20th of each month. When a pay date falls on or during a school holiday or weekend, employees shall be paid on the last

previous business day. The first payment for the contract year will begin on September 5th of each year.

### ***Supplemental Contracts***

- At the employer's discretion, activity supplementary contracts may be issued, as part of the regular teaching contract or separately, for activities and responsibilities beyond that connected with regular classroom duties. Activity contracts will be paid in accordance with Schedule B attached hereto and made a part hereof.
- Program writing, record keeping, etc. Contracts for these duties shall be issued at the discretion of the employer and shall be on a per hour basis. Said contracts will be paid in accordance with Schedule B attached hereto and made a part hereof.
- Placement for salary on Schedule B will be determined by the number of years of experience in the sport or activity.

### ***Contract Release Procedures***

- Any employee may be released up until May 1<sup>st</sup> at board expense providing a suitable replacement can be secured.
- Employees can be granted release after May 1<sup>st</sup> upon approval of the School Board and upon a suitable replacement being secured, but actual advertising expenses, not to exceed \$1,000, incurred in attempting to secure a suitable replacement must be borne by the employee.
- Should said vacancies as described in the two sub-section above be filled by an existing staff member, the finding fee conditions shall be applied for cost incurred in hiring a staff member to fill the newly created vacancy, and cost assessed to the teacher that originally resigned.

### ***Procedures for Advancing Lanes on Salary Schedule***

The superintendent shall approve semester college hours according to the following guidelines for accumulation of credits toward lane change on the salary schedule.

### ***Criteria***

- Programs for advanced degrees will be approved for advancement on the salary schedule only in the area of education related subjects.

Examples include but are not restricted to: Masters in Education, Curriculum and Instructional Design, and in position specific content ie. Biology, Math, English, etc..

- Master Degree Programs that are outside of the teachers area and may cause a change in job position will be evaluated on a case by case basis. These areas include: Administration, Guidance, Athletic Administration, Library Sciences.
- If the superintendent requests that a teacher take certain specified hours or workshops for credit, then these hours shall be applicable to the salary schedule regardless of the number of hours the teacher has previously received credit for.
- It is required that hours be cleared by the superintendent prior to taking the course to ensure the teacher proper credit on the salary schedule.
- A lane change request form (See Staff Links on District Website) needs to be completed and turned into the Superintendent by February 1, for the upcoming contract year. Official transcripts of credits must be filed with the central office prior to June 15th if a salary schedule reclassification has been requested.
- All credit given for college hours shall be hours earned after employment in the Oelwein School system and beyond the hours given credit for by the superintendent at the time of employment. Courses being taken at the time of hire will be accepted.
- License renewal credit that is also used as Masters work will be scrutinized for its rigor and relevance to the needs of the district. Therefore, deference will be given to traditional master's programs through state institutions.

## **Insurance**

The selection of the insurance carrier and policy shall be made by the school board after consideration of the recommendation from the Association.

The following Health and Medical Insurance for full-time and half-time employees shall be approved by the board.

### ***Major Medical Expense Coverage***

The School Board contribution shall not exceed \$800.00 per month toward the premium, health savings account, flex savings account, and/or administrative fees for medical insurance coverage for each full-time teacher or half-time teacher who qualifies or the established premium for individual coverage, whichever is less. See *Appendix F for qualified Health Insurance Benefits.*

[Wellness Guide.](#)

### ***Dental Insurance***

The Board's contribution shall not exceed \$16.00 per month toward the premium for individual or family coverage for each full-time teacher and \$8.00 for each half-time teacher who qualifies.

### ***Eligibility***

A full-time employee means an employee who works a minimum of thirty (30) hours per week. A half-time employee means an employee who works a minimum of twenty (20) hours and a maximum of twenty-nine (29) hours per week.

Each full and half-time employee employed before the effective date of this contract is eligible to enroll for contract benefits on the effective date of this contract.

New full and half-time employees are eligible to apply within thirty (30) calendar days following the date of employment. Such applications must be received by the carrier no later than the 30<sup>th</sup> day of employment. Eligibility date is the 1<sup>st</sup> day of the month following the start date.

The following Disability, Term Life and A.D. & D. insurance for full-time employees shall be provided by the board.

- Disability (1) Sixty percent of wage or salary not to exceed \$8,250 monthly. 2. Monthly benefits will be paid commencing with the 91<sup>st</sup> continuous day of disability due to accidental bodily injury or the 91<sup>st</sup> continuous day of disability due to sickness.
- Term Life, A.D. & D. (1) \$16,000 Term Life Insurance; (2) \$16,000 A.D.& D. Insurance.

The Board's contribution shall be the full cost of the teacher's premium up to a maximum of \$800.00 per month for the 2024-25 contract for individual coverage for each full time teacher who qualifies and that this amount shall be the district's premium.

### ***Duration of Insurance Contribution***

A teacher presently employed is eligible for school board contribution as provided in this article as long as the teacher is compensated by the school board. Teachers new to the district shall be eligible for insurance contributions starting September 1st and as long as the teacher is compensated by the Board.

Claims against the school district: It is understood that the school board's only obligation is to purchase an insurance policy and pay amounts as agreed to herein and no claim shall be made against the school board as a result of a denial of insurance benefits by an insurance carrier.

When Retiring: Leaves and Coverage, and (Cobra) ends at the end of month of their official leave.

## Other Leave

### **Sick Leave Bank**

The emergency sick leave bank is to provide sick leave days to those employees who have exhausted their own personal accumulation of sick leave days. These days may be used from the bank for the illness or disability of the individual employee.

- The sick leave bank shall be created with a voluntary donation of one (1) personal day for three (3) sick leave bank days. Or two (2) sick leave days for one (1) sick leave bank day. \*To be eligible to donate sick days - the employee must not go under 90 accumulated sick leave days.
- Such donations to the bank shall be made no later than the last day of school of the year in which the employee wishes to donate. Unused days in the bank shall be carried over to the next succeeding school year. Donations can be made by completing and turning in the [sick leave bank donation form](#) found on the Staff Links Page of the District Website.
- There is no limit on the total number of days of accumulation in the bank.
- Employees who do not contribute to the bank shall not be allowed to draw from the bank. To remain eligible, an employee needs to contribute one (1) personal day/(2) sick days at least every five (5) years. Once a contribution has been made, the sick leave day(s) become the property of the sick leave bank and do not revert to the employee at any time during employment or upon termination of employment.
- The annual window for Sick Leave Donation shall begin on the first work day in September and end Prior to the first working day in October. This is to prevent "just in time" donation and to preserve the integrity and intent of the bank.

### Maternity Leave Utilization Limits

6 weeks for a natural birth & 8 weeks for cesarean section - other birth/labor complications may be qualified under FMLA leave types.

Employees must request in writing to the Superintendent that they wish to apply for sick leave bank benefits. The employee may only be granted use of the bank if they would be eligible for personal FMLA protection Documentation to show a need to go on disability leave from a Doctor shall be provided. Use of bank sick leave days will be on a daily use basis, e.g., everyone eligible will draw each day until total bank leave days have been exhausted. Elective medical surgeries that could be delayed until summer vacation shall not constitute a good cause to utilize the sick bank as the intent of using the bank.

### **Personal Leave**

Leave with pay shall be approved or disapproved subject to the following guidelines:

Full time employees shall receive three personal days at the beginning of each school year. Employees employed less than full-time shall be entitled to leave at the same ratio as employment.

a. Personal days may be carried over into the next year with a maximum of 5 days.

b. If personal days are not taken and can not be carried over, staff can receive compensation of Cost of sub per day, but will need to submit documentation for payment by May 31 of the current fiscal year.

c. If a certified employee is leaving the district due to resignation, retirement, or termination they are not eligible for payout of unused personal days.

Employee leave requests shall be submitted to the building principal three school days prior to the day requested, unless the reason for the request is for a funeral or family illness. This time requirement may also be waived by the superintendent in the event of other emergency situations.

Total staff requested leave under this Article in any one building shall not exceed a greater number than either twenty percent of that building or two staff members of that building and at the discretion of the principal.

Employees can only use personal leave on Parent-Teacher Conference days, for professional development days, and the first and last day of school at the discretion of the Superintendent.

### ***Professional***

Requests for professional leave may be made in writing and approval secured from the principal and superintendent.

Professional leave may be granted each year at the discretion of the building principal and superintendent.

Professional leave shall be used for the purpose of visitation to view other instructional techniques or programs in other school districts, or for conferences, workshops or seminars conducted by colleges or universities.

Exceptions shall be permitted at the discretion of the superintendent.

## **Basic Employment Conditions**

### ***Contract Days***

The general teacher contract shall include a maximum of 191 days.

### ***In-Service Days***

Six days shall be designated as in-service days and shall be at the option of the board.

### ***Holidays***

Seven days of the contract shall be designated as holidays. These holidays shall be: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Washington's Birthday, Good Friday, and Memorial Day.

### ***Employee Hours***

Employees shall be on duty at their buildings or assigned duty station from 8:00 am until 4:00 pm. Teachers may have "flex time" from 7:30 - 3:30 if requested and granted by the building principal. District and Building Professional Development, as well as PLC meetings will be required and take precedence over "flex time." Teachers should adjust their hours accordingly based on professional development and PLC meeting calendars. Teachers may request flextime on an annual basis.

On Fridays the employee work day shall end at 3:30 p.m. On days preceding holidays or vacations the employee work day shall end fifteen (15) minutes after the students are dismissed.

Working days in the school year when students are not in attendance shall be used for tasks and work assigned by the superintendent or a designee.

When school starts late due to inclement weather, teachers should report after 8:00 a.m. the amount of time announced as being late. Teachers will be allowed to leave 15 minutes after the students on early dismissals due to inclement weather.

Nothing contained herein prohibits or limits the rights and responsibilities of the administration in assigning reasonable duties as associated with the teaching profession.

An employee is responsible for the time on the job to which he/she is assigned. Each employee must develop work habits and systems to eliminate back-tracking or poor usage of time. This requires initiative and planning on the employee's part. Do not allow students, teachers, fellow workers or others to interrupt your work with lengthy conversations; simply excuse yourself and say you have work to do.

Loafing, loitering, sleeping, engaging in unauthorized personal business or prolonged visiting while on duty is strictly prohibited and will result in discipline.

### ***Virtual/O2 Employees - Remote work hours***

Certified staff assigned to teaching duties in a virtual position or with Oelwein Online may be granted opportunities to work remotely. General virtual working requirements:

- Work duties should generally constitute an 8 hour workday, 40 hours per week, w/ 25 minute lunch break.
- Virtual Work/Hours should be explicitly logged and available upon request for up to the entire school year.
- Remote work schedules will be established a month in advance.
- Discretion on virtual work schedules and onsite attendance is given to the building principal.

## **Procedure for Staff Reduction**

Whereas the establishment and maintenance of a harmonious, cooperative relationship between the Board of Education and its professional staff is essential to the operation of the schools, it is the purpose of the procedure to secure a reduction of staff policy for the Oelwein Community School.

### ***Coverage***

All certified personnel.

### ***Seniority***

Definition: Seniority shall be defined as the number of years accrued teaching experience within the Oelwein Community School District at the completion of the current contract year.

### ***Termination***

Definition: When the contract to one or more teachers is to be terminated due to reduction of staff.

### ***Curriculum Area***

Definition: A curriculum area shall be determined by the following: K-12 in the following areas: Art, Instrumental Music, Nurse, Physical Education, Vocal Music, Reading, Special Education, Media Specialist, Librarians and Guidance. K-6 in the following areas: Elementary. 7-12 in the following areas: Business Education, English/Speech, Foreign Language, Industrial Arts, Mathematics, Science, Social Studies, Agriculture Education.

### ***Termination Procedure***

The following criteria shall be followed in reduction of staff:

- Fully certified staff shall have the opportunity to displace the least senior staff member with emergency or temporary certification in the area in which the fully certified employee is licensed to teach. Employee certification is determined by what is on file at the Department of Licensure on or before January 31 of that year.
- Fully certified teachers in the curriculum area affected and with the least accrued seniority in the school district shall be terminated second.
- In cases where seniority is equal, then teachers with the lower degree level of training as determined by the number of hours as approved by the superintendent shall be reduced next.
- In situations that apply, if the preceding criteria has not determined who shall be reduced, then the teacher employed at the lowest fractional equivalent of full-time employment as stated on the individual contracts, shall be reduced first.
- If a tie still exists after application of all preceding criteria, then the final decision shall be at the discretion of the superintendent.
- Teachers with supplemental duty assignments shall not be given preference over accrued seniority rights.

### ***Accrued Seniority***

- Seniority shall accrue for consecutive years of service in the Oelwein Community School District.

Leaves granted by the Board shall not affect accumulated seniority, but seniority shall not be accrued for the period of the leave.

- Teachers employed at less than full-time as determined by their individual teaching contract, shall accrue seniority on the fractional equivalent of a full year as per their individual contract. (Example: A teacher employed as a  $\frac{3}{4}$  teacher for one year, shall accrue  $\frac{3}{4}$  years seniority.)

### ***Transfers***

- If a teacher is transferred, voluntarily or involuntarily, from one curriculum area to another, that teacher shall retain his/her years of seniority for the former curriculum area.
- If the position in the second curriculum area was reduced, the teacher will be assigned to an available position for which he/she is certified.
- If there is no position available, the district shall reduce a teacher with less seniority in the former curriculum area to provide a position for the teacher affected.

### ***Multiple Teaching Assignment***

If a teacher is assigned to teach in more than one curriculum area, and one position is reduced, that teacher can displace another teacher with less seniority in the other curriculum area(s) providing that teacher is fully certified in that area of displacement.

### ***Notification***

The administration shall provide written notice to each teacher who may possibly be affected by reduction and written reasons thereto, no later than April 30 proceeding each school year. Such notice shall include specific written reasons for reduction of staff.

### ***Recall Rights***

Any teacher terminated pursuant to this policy shall have recall rights to any position for which he/she is or may become certified, with a major in the area under consideration for two (2) years from the effective date of his/her termination and shall be recalled to available positions in such professional categories in reverse order of termination. The superintendent shall notify, by certified mail, the president of the Association and any teacher who is eligible for recall rights when a position becomes available. The teacher will waive his or her recall rights if they have not accepted the position within fourteen (14) calendar days, after the letter is sent by the superintendent.

### ***Benefits***

Any teacher re-employed by exercising his/her recall rights shall be reinstated on the next step of the salary schedule above the one at which he/she was terminated. He/she shall maintain seniority rights as though continuously employed by the district.

### ***Resignations and Termination***

A teacher who resigns upon request for reasons of staff reduction or who is terminated under Section 279.13 for these reasons, shall be accorded the recall rights provided by this policy unless specifically waived in writing.

A listing of each teacher's accrued seniority shall be provided to the Association by the close of the first semester of each school year.

## **Health and Safety Provision**

### ***Physical Fitness – New Employees***

All new employees are required to prove evidence of physical and mental fitness to perform the duties assigned and from communicable diseases, including tuberculosis, prior to receiving their first paycheck. Such evidence shall be limited to a statement from a licensed physician of the employee's choice.

### ***Physical Fitness – Continuing Employees***

The Board may still require a TB Test when there is reason to believe it is necessary. In such cases, the



school should be in touch with and take guidance from the local public health officials. If this is required, the examining physician shall be selected by the employee and the employer shall pay the cost of such examination. Examining physician shall submit a certificate of fitness as provided in Section 4.01.

The employer shall advise the employee when such an examination is necessary. The employer may require a subsequent examination when in its judgment such an examination is relevant to an employee's performance status.

The Board agrees to continue to make reasonable provisions for the health and safety of its employees during the hours of employment. The employee will cooperate with the Board in maintaining its policies, rules and regulations as to safety and health for keeping the school plant and premises clean, sanitary and safe.

When the Board requires employees to wear special protective clothing or safety devices for the performance of their work, it will furnish the equipment without cost to the employee in accordance with the practices now prevailing. When such equipment is furnished, the employees will cooperate with the Board to see that the same is properly worn and used, and is properly cared for.

The Board shall provide, in each building, properly trained personnel and the equipment necessary to provide proper first aid treatment for employees. The employees shall cooperate with the Board in providing personnel to be trained at Board expense on the employees' time.

## **Personnel Policies and Practices**

### ***Evaluation Procedures***

The primary objective of the evaluation of the employee is to determine the efficacy and effectiveness of the employee and the improvement of instruction. The employer shall determine which methods of evaluation shall be used.

The principal, or the principal's designated representative, shall acquaint employees with the formal evaluation procedures to be used. Such notification shall be on or before September 30th of the year the employee is to be evaluated.

Beginning teachers shall be evaluated by the process outlined in *Section 284 of the Iowa Code*.

The school district shall review a teacher's performance by way of a Performance Review, at least once every three years as outlined in *Iowa Code Chapter 284*.

The evaluator shall have some type of communication with the teacher after each formal classroom observation.

The formal classroom observation shall be a minimum of 20 minutes.

The evaluation shall be in writing. The employee and principal shall sign the evaluation form. These signatures are not necessarily an acceptance agreement but only to verify the common reading.

The evaluator shall have a meeting with the employee within fifteen (15) school days following the observation that precedes the written evaluation.

The employee shall receive a written copy of the evaluation and within seven (7) days thereof may reply in writing to the evaluation. This reply shall be attached to the evaluation.

The preceding portions of this article deal with but a single method of formal evaluation, i.e. evaluation of classroom performance. It is understood that this article shall not preclude the necessary evaluation in other areas appropriate to the teaching profession. Duties contracted on the supplemental salary schedule may be evaluated independently of the procedures as set for herein.

In any proceeding in which the school district attempts to use past evaluations to justify adverse action

taken against an employee, including such adverse action as withholding of a step increase, suspension, termination, layoff, placement on probation, etc., the employee or the exclusive bargaining representative may challenge the fairness and accuracy of such past evaluations.

All timelines as they pertain to filing a grievance are hereby waived in regards to challenging past evaluations once adverse action is taken by the school district. In the arbitration proceedings, the school district has the absolute burden of proof by a preponderance of the evidence to prove the fairness and accuracy of such past evaluations made by the evaluator.

### ***Transfer Procedure***

This provision shall relate only to transfers between one building and another.

Transfers to another building may be initiated by an employee submitting a request to the immediate supervisor or by the immediate supervisor initiating the request.

All transfers shall be made only after discussion by those involved in the transfer and with the full knowledge of all parties. Final action on transfers shall not be taken until approval has been given by the superintendent of schools.

Transfers shall be based upon qualifications of the employee and the needs of the school district determined by the superintendent.

The superintendent or his designee shall electronically post a list of regular teaching vacancies.

Employees who desire a transfer to another building may file a written statement of such desire with the superintendent. The request shall include the grade and/or subject and school where the employee desires to be transferred. Such requests for transfers for the following year shall be no later than May 1st.

In the determination of requests for voluntary or involuntary transfers, the wishes of the individual employee may be honored to the extent that the transfer does not conflict with the instructional and program needs of the school system. No such request will be denied or made for wholly arbitrary and capricious reasons. If more than one employee has applied for the same position, the determination as to which employee shall be transferred may be made on the basis of certification, evaluation, and seniority in that order.

An involuntary transfer shall be made only after a meeting between the employee involved, the principal, superintendent, and if desired by the employee, an Association representative, at which the employee involved shall be given written reasons(s) thereof.

An employee being involuntarily transferred shall be placed only in equivalent position and rank if such position and rank are available in the building being transferred to the employee's position on Schedule A herein shall remain unchanged by the transfer.

Notice of an involuntary transfer shall be given in writing to the employee as soon as practical and not later than May 1<sup>st</sup> if the position to which the employee is being transferred is known by May 1st.

## **AREA III - CLASSIFIED STAFF**

### ***Probationary Employees***

A new employee is one hired filling a new or open support staff position. Before being advanced to the status of a "regular employee" in their classification, they must undergo a period of probation 90 days. A probationary support staff employee is prohibited from filing a complaint.

### ***Supplemental pay***

Secretaries that are able to document successful completion of an AAS / Administrative Assistant two year degree or comparable with a minimum of 48 successful college credits in the area of work or college certification representing the same will be considered as a Level II position and will receive an additional ten cents (\$.10) per hour. Final decision of those secretaries that have accomplished this degree of certification is at the discretion of the superintendent of schools.

All Night Custodians in the support group will receive an additional ten cents (\$.10) per hour.

Official documentation of certification from the Iowa Department of Licensure must be filed with the Central Office prior to February 1<sup>st</sup> if a salary adjustment / reclassification to Paraeducator is to be initiated for that year. All Teacher Associates that present this documentation prior to the February 1st date will be issued their increased pay in the following contract year.

Teacher Associates may also qualify as Paraeducators in the Oelwein Community School District by filing all official transcripts and official documentation of completion of requirements with Central Office prior to February 1st. All Teacher Associates that present this documentation prior to the February 1st date will have a new contract issued and will receive the additional Paraeducator wages during the next contract year.

NOTE: Teacher Associates may qualify for certification as a Paraeducator in the Oelwein Community School District by meeting one of the following options and meeting all of the filing requirements outlined in this section.

Options for approval include the following: *(1) completed two years of study at an institution of higher education; or (2) obtained an associate's (or higher) degree.*

New employees shall receive credit for previous experience at the discretion of the Superintendent.

### ***Method of Payment - Pay Periods***

Full time, 12 month employees shall be paid semi-monthly in twenty-four (24) equal installments on the fifth and twentieth of each month. All other employees shall be paid semi-monthly for each month services are rendered. For example, nine month employees will be paid in eighteen (18) installments on the fifth and twentieth of each month. All full-time and part-time employees will receive their checks by direct deposit.

If the regular payday falls on a Saturday, Sunday or holiday, payments shall be on the preceding work day.

Increments will be given to all support staff employees following the completion of five years of service as follows:

Raise	Years of Service
10 cents	Following year 5
15 cents	Following year 10
20 cents	Following year 15
25 cents	Following year 20
30 cents	Following year 25
35 cents	Following year 30

### **Years of Service**

Years of service will be reevaluated for 12 month, 11 month, and 9 month employees after the July 1 fiscal year change. An employee hired from July 1 - December 31, will have 1 year of service at the end of contract period (June 30). An employee hired January 1 - June 30 will be entered as 0 years of service until July 1.

Ex: I was hired March 15, 1962 as a 12 month employee. My 1st year of employment is not complete until June 30, 1963.

-I was hired December 15, 1949 as a 12 month employee. My 1st year of employment is complete on June 30, 1950.

### **Insurance**

The selection of the insurance carrier and policy shall be made by the school board.

See Insurance plan document for detailed plan benefits.

For each full time employee, the Board's contribution toward the single premium shall not exceed \$670 per month, and the contribution toward the family premium shall not exceed \$710 per month.

For each half time employee, the Board's contribution toward single and/or family premium shall not exceed \$670 per month.

*See Appendix F for qualified Health Insurance Benefits.*

### **Eligibility**

A full time employee means an employee who works a minimum of thirty (30) hours per week. A half-time employee means an employee who works a minimum of twenty (20) hours and a maximum of twenty-nine (29) hours per week.

New, full and part-time employees are eligible to apply; (a) within thirty calendar days following the date of employment. Insurance becomes effective on the first of the month following the first date of employment. Such applications must be received by the carrier no later than the 30<sup>th</sup> day of employment.

The following Disability, Term Life and A.D.& D. insurance for full-time employees only shall be provided by the board.

- Disability (1) Sixty percent of wage or salary not to exceed \$9,500 monthly. (2) Monthly benefits shall be paid commencing with the 91<sup>st</sup> continuous day of disability due to accidental bodily injury or the 91<sup>st</sup> continuous day of disability due to sickness.

- Term Life, A.D.& D. (1) \$16,000 Term Life Insurance; (2) \$16,000 A.D.& D. Insurance. The Board's contribution shall be the full cost of the employee's premium for individual coverage for each full time employee.

### ***Duration of Insurance Contribution***

An employee presently employed is eligible for school board contribution as provided in this article as long as the employee is compensated by the school board. The school board will maintain insurance contributions for less than 12 month employees through the months of June, July and August. All eligible employees are eligible for school board contributions as provided in this article through the end of the month in which a letter of resignation is received by the District. If a letter of resignation is not received by the District, but the position has been vacated by the employee, a letter of notice will be sent informing the employee that their employment will be terminated at the next school board meeting and all benefits will end the last day of that month.

Claims against the school district: It is understood that the school board's only obligation is to purchase an insurance policy and pay such amount as agreed to herein and no claim shall be made against the school board as a result of a denial of insurance benefits by an insurance carrier.

## **Leave**

### **Notification of Accumulated Sick Leave**

Employees will be provided with their accumulated sick leave balances online.

### ***Extended Sick or Disability Leave Without Pay***

An employee who is unable to work because of personal illness or disability, and who has exhausted all sick leave available, shall upon request be granted a leave of absence without pay until the end of the school year in which sick leave has been exhausted or for the duration of such illness or disability. The board shall grant extended leave for whichever is the least amount of time.

### ***Paid Time Off/PTO***

Paid Time Off will be assigned using the following chart - in a PTO bank that combines vacation, personal leave, and emergency leave:

	1st Year	2nd Year	5th Year	10th Year	15th Year	Rollover allowed
12 month contract	8	13	17	20	25	6
11 month contract	8	10	13	13	13	3
9 month contract	2	4	4	4	4	2

All classified employees, confidential and otherwise, will receive their PTO days at the beginning of the contract cycle on July 1. New employees will receive prorated PTO days if hired after October 1st. Employees hired after October 1 and receiving a prorated PTO amount will be aligned to the 1st year column after completing their prorated year.

Prorated days will be divided by quarters of the fiscal year.

11 and 12 month employees will have a 90 day probationary period before they are eligible to utilize PTO leave, unless otherwise approved by the superintendent.

11 month employees may use multi-day PTO during breaks or when students are not in attendance. All building offices will be closed the day before Thanksgiving and the week between Christmas and New Years, 11 month employees will not work on these days.

The employee will begin accruing PTO that will be available at the beginning of the fiscal or contract cycle, whichever comes first.

Employees may take the rolled over days as vacation but will not receive PTO cash payout if an employee retires or resigns. An employee who resigns or retires must use all days (as paid time off) that have been rolled over or forfeit the days. The first PTO days used during the school year will fulfill the requirement. Employees that terminate their employment with the district shall give 30 calendar days notice before they are entitled to any vacation days.

Employees' requests to use PTO shall be submitted to the supervisor three school days prior to the day requested, unless the reason for the request is for a funeral or family illness. This time requirement may also be waived by the superintendent in the event of other emergency situations.

Total staff requested leave under this section in any one building or job group shall not exceed a greater number than either twenty percent of that building or two staff members of that building or at the discretion of the principal/supervisor.

If PTO Days are not taken and can not be carried over, staff can receive compensation at \$100 per day, but will need to submit documentation for payment by May 31 of the current fiscal year. If a classified employee is leaving the district due to resignation, retirement, or termination they are not eligible for payout of unused PTO.

For 12 month/contract employees: If a 30 day notice is given, employee's PTO will be paid out on a prorated basis. Accumulated PTO days shall be paid after completion of 30 days notice or earlier if an earlier termination day is mutually agreed to.

### ***Inservice***

#### **Professional Development**

- Requests for professional development leave must be made in writing and approval secured from the building principal.
- Professional development leave will be granted at the discretion of the superintendent.
- Professional development leave shall be used for the purpose of visitation to view other techniques or programs in other school districts, or for conferences, workshops, or seminars conducted by colleges, universities, or the State of Iowa.

### ***Coordination of FMLA Protection***

The provisions of the Family and Medical Extended Leave Act are hereby incorporated into this Agreement by this reference. (Sick leave shall be applicable to FMLA Protection and run concurrently). This inclusion shall in no way reduce or adversely impact any other provisions or practices under this Agreement.

### ***Holiday Pay***

Oelwein Community School District recognizes the following as paid holidays:

1. Independence Day or day observed (12 month only)
2. Labor Day (All)

3. Thanksgiving Day (All)
4. Friday after Thanksgiving (All)
5. Christmas or day observed (All)
6. New Year's or day observed (All)
7. President's Day (All)
8. Friday before the Easter weekend (All)
9. Memorial Day (12 month and 11 month only)

12 Month Contracts - Each employee whose work schedule includes thirty (30) hours per week or more shall receive 9 paid holidays.

11 Month Contracts - Each employee whose work schedule includes thirty (30) hours per week or more shall receive 8 paid holidays.

9 Month Contracts - Each employee whose work schedule includes thirty (30) hours per week or more shall receive 7 paid holidays.

Part-time employees will receive the following 4 paid holidays: Thanksgiving, the Friday after Thanksgiving, Christmas and New Year's or day observed.

Holiday pay will be commensurate with pay for the number of hours in the employees' contract. If a staff member is working more than their stated contracted hours and has not received an amended contract, holiday pay shall not be adjusted until a contract amendment can be made. Holiday payments will not be made retroactively.

*\*Staff members taking an unpaid day on the work day prior or the work day following the holiday will forfeit their holiday pay.*

## **Employee Conditions**

### ***Normal Work Schedule***

Work hours are set by an employee's supervisor.

The work week for full time employees shall be forty (40) hours, exclusive of lunch breaks, worked in five (5) consecutive days, within a seven day period. Alternative work schedules may be assigned by the district.

The workday for full time employees shall be eight (8) consecutive hours, exclusive of the lunch break. Starting and ending of shifts shall be established and communicated to employees. The district retains the right to schedule hours, but will not temporarily reschedule normal working hours to avoid overtime provisions of the Agreement.

Custodial and maintenance employees may have scheduled working hours adjusted as deemed necessary by the superintendent or his/her designee. The hourly and weekly work schedules for part-time employees shall be established by the employee's supervisor.

Loafing, loitering, sleeping, engaging in unauthorized personal business or prolonged visiting while on duty is strictly prohibited and will result in discipline. **Filling down time on social media or fulfilling personal business is prohibited and will result in disciplinary procedures.**

### ***Break***

Each employee is required to have a 30 or 60 minute lunch period, determined by the employer, scheduled around the middle of the work day. The lunch period shall be assigned by the immediate supervisor. A 30 minute lunch break will be automatically deducted from Timeclock, you may opt out

with written notice.

Each employee shall be permitted one 15 minute break taken near the middle of the first half of the day and one 15 minute break taken near the middle of the second half of the day. Part-time employees shall be permitted one 15 minute break during any four consecutive hours of work. Breaks will be scheduled by the immediate supervisor.

Each night employee shall receive a paid duty-free lunch time of 20 minutes during the working day.

### ***Overtime***

Overtime is defined as all hours worked in excess of forty (40) hours in any one week. Employees taking advantage of clock in/clock out procedures to generate overtime, without prior approval from supervisor, will be subject to disciplinary action. Employees who work on a holiday listed shall be paid at 2 times their normal salary for work performed on the holiday.

### ***Time Clock Procedures***

You must clock in when reporting to work and clock out when your workday is complete. You must be physically present at your assigned building when clocking in. Employees should clock in as close as possible to their assigned work times; variance of 5 minutes to this item is acceptable. Employees should be clocked in while in the building performing their work tasks. Contact your immediate supervisors to correct errors or omissions in Timeclock. Do not adjust your own hours.

As technology allows the district may take provisions to geofence time clock software to prevent unsupervised employees from clocking in when not in their assigned building or work area.

Omitting, editing, and stretching work hours for the sole gain of the employee within the time clock system will be considered a fraudulent act and may be ground for disciplinary action up to termination.

## **Professional Development**

If the employee's schedule allows, the employee may attend up to half of the scheduled early outs for professional development. Whether training is mandatory or optional will be determined by the Superintendent. For mandatory staff development, employees will be given notice. Topics of professional development will be approved by the Superintendent.

## **Procedures for Staff Reduction**

In the spirit to maintain a harmonious, cooperative relationship between the Board of Education, Administration/Directors, and its support staff is essential to the efficient operation of the schools, it is the purpose of this policy to communicate a plan, if needed, to reduce support staff for the Oelwein Community School District.

### ***Seniority***

Seniority is defined as the number of consecutive years from the employee start date accrued as an employee within the Oelwein Community School District.



### ***Accrued Seniority***

Seniority will be accrued from the employee's start date. Seniority equals the number of continuous years of employment within the district. When employees are equal in years of service, their seniority shall be determined by their start date.

Leaves granted by the Board shall not affect accumulated seniority, but seniority shall not be accrued for the period of the leave.

### ***Termination***

Termination is when the employment of one or more employees is to be terminated, in full or part-time, due to reduction of staff.

### ***Classification***

Definition: Classification areas shall be as follows:

- Associates/Paraeducators/Health Associates
- Transportation
- Food Service
- Secretarial/Clerical
- Custodial

Employees transferring to a new classification will be subject to a pay reset at base pay of that classification. Years of service increment will still be applied.

### ***Reduction Procedure***

The following criteria shall be followed in reduction of staff:

Reduction in support staff will be based on:

- Classification
- Licensure
- Seniority
- District need
- Administrative recommendation

\*The final decision shall be based on the superintendent's recommendation.

### ***Vacancies***

- A vacancy is defined as a position in a classification that is open.
- Central office will post the position internally for five calendar days.
- It is at the discretion of the superintendent of schools to determine if the candidate has the qualifications and is the best fit for the open position. The decision shall be made on the basis of relative competence, training and seniority.
- If this position is not filled internally, then the open position will be posted and open to the public.

## **Evaluation Procedure**

### **General Provision**

Within four (4) weeks after initial employment of a new assignment, the appropriate supervisor or administrator shall acquaint each new employee under his/her supervision with the evaluation

procedure. No evaluation shall take place until this has been done. The purpose of the orientation is to achieve understanding of the evaluation procedures.

### ***Formal Evaluation Procedures***

The immediate supervisor or administrator shall annually evaluate each employee.

Each classified employee will have **TWO meetings** annually with their direct supervisor.

#### **1) Reflection meeting**

- a) -Goals
- b) -Wins
- c) -Challenges
- d) -Feedback

#### **2) Summative Review**

- a) Feedback
- b) Scores on 8 universal performance standards
- c) Strengths
- d) Weakness
- e) Evaluator should receive participating feedback from others with firsthand knowledge of performance (Teachers, Administrators, Directors, Kitchen Leads)

Observation – Each formal written evaluation shall be preceded by an on-site performance evaluation.

Conference and Copy – A copy of each formal written evaluation shall be given to the employee and a conference shall be held between the employee and the immediate supervisor. A copy signed by both parties shall be given to the employee. The employee's signature does not mean agreement with the evaluation, but rather awareness of the content. No employee shall be required to sign a blank or incomplete evaluation form.

Responses – If the employee feels his/her formal written evaluation is incomplete, inaccurate, or unjust, he/she may put his/her objections in writing and have them attached to the evaluation report to be placed in his/her personnel file. The file copy of such objections shall be signed by both parties to indicate awareness of the content.

In any proceeding in which the School District attempts to use past evaluations to justify adverse action taken against an employee, such as suspension, termination, layoff, placement on probation, etc., the employee may challenge the fairness and accuracy of such past evaluations.

### ***Personnel File***

Each employee shall have the right during the workday to review and reproduce (at their own expense) the contents of his/her personnel file. A representative, at the employee's request, may accompany the employee in this process.

Any communications concerning a support staff employee will be called to the employee's attention when placed in his/her personnel file.

## **Transfer**

### ***Definition***

The assignment of an employee to a different job within their classification or different job classification can be considered a voluntary transfer.

### ***Notification of Vacancies***

The Superintendent shall post a list of vacancies which occur during the fiscal year upon knowledge of vacancies.

Filing Requests. Employees who desire a transfer shall file a written statement of such desire with the Superintendent. Such statements shall include the job, and job classification, to which the employee desires to be assigned in order of preference.

### ***Assignment of Vacancies***

Assignments will be based on:

- Classification
- Licensure
- Seniority
- District need
- Administrative recommendation

It is at the discretion of the superintendent of schools to determine the best candidate for the open position. If this position is not filled internally, then the open position will be posted and open to the public.

### ***Involuntary Transfer***

#### **Definition**

The assignment of a support staff employee to a different building or job within their present classification shall be considered an involuntary transfer when the vacant position cannot be filled pursuant to the section covering voluntary transfer.

#### **Notice**

Notice of an involuntary transfer or reassignment shall be given in writing to employees as soon as possible.

### ***Meeting and Appeal***

An involuntary transfer or reassignment shall be made only after a meeting between the employee involved and their supervisor at which time the employee shall be given reason(s) of the transfer.

## **Physical Fitness**

### ***Pre-work Screening***

Maintenance, custodians, and food service will complete a "Pre-Work Screening" prior to reporting to 1st work date. Bus Drivers - DOT Physical

### ***Physical Fitness – New Employees***

Associates/Para-Educators and Secretaries are required to provide evidence of physical and mental fitness to perform the duties assigned and freedom from communicable disease, prior to receiving their first paycheck. Such evidence shall be limited to a statement from a licensed physician of the employee's choice.

## ***Physical Fitness-Continuing Employees***

All employees shall present evidence of physical and mental fitness to perform the duties assigned and freedom from communicable disease.

## **Association Privileges**

### ***Use of Facilities***

Support staff shall have the right to make use of school buildings and facilities for organizational meetings at all reasonable times provided that such business does not interfere with or interrupt whatsoever the instructional program and related work activities of the school program.

### ***Use of Equipment***

Support staff may have the right to use school equipment during non-student contact time also provided that such use does not interfere with or interrupt whatsoever the instructional program or related work activities to the school program. Such use will be approved and scheduled by the building principal. The association shall pay for the reasonable costs of all materials and supplies incident to such use.

### ***Communications***

Support staff may have the right to post notices of activities and matters of Association concern on bulletin boards. The Association and unit members may use the district mail service and employee mailboxes for communication provided the building principals receive a copy of all non-Association and non-educational materials disseminated through the mail boxes.

### ***Access to Members***

Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property at all reasonable times provided that such visits do not interfere with or interrupt whatsoever the instructional program and related work activities of the employees.

## **Transportation**

The District will pay for the required bus driver physicals at a maximum of \$110.

The District will pay the difference between an operator's license and a CDL.

The Transportation Director hands out all trips based upon the seniority to all drivers requesting to be placed on the rosters. If the driver is unable to take the trip given by the Director, the driver must ask all drivers on the roster before the driver asks someone not on the roster. Drivers need to notify the Director who will be taking the trip.

- In town short (less than 3 hrs.)
- In town long (3 hours or more)
- Out of town short (under 100 miles one way)
- Out of town long (over 100 miles one way)
- Summer (while school is out)

The following will be used as guidelines for cancellation and postponements of assignments

- If a trip is canceled (within 48 hours of the scheduled time of departure) that driver will receive 90 minutes activity pay total, shall not include any other time accumulated for reporting. (Not reporting = 90 minutes) (Clocking in, pretripping the bus, and waiting 30 minutes prior to cancelation = 90 minutes)
- If a trip is postponed the driver may be offered the trip on the new date.
- Trips are to be handed out by the Transportation Director at the end of the week prior to the events.

- Changes in these guidelines can be made at the discretion of the transportation directors to accommodate what is best for the district.

If an activity trip is scheduled within 48 hours of departure, the Transportation Director will contact the next driver on the roster until a driver is found. This driver will then be skipped for his/her next trip. The first driver unable to take the original unscheduled trip will be offered the next new trip.

Transportation from one learning center to another learning center will be posted on a monthly basis. Those drivers volunteering for these assignments must do so in writing. Trading these assignments is allowed. The final assignments are at the discretion of the transportation directors. Due process can be used for any disparities. When driving from one learning to another learning center, the driver is required to stay with the group they are transporting (unless a break is agreed to) until the activity is completed.

When applicable, drivers need to attend in-service/professional development training unless approved otherwise by the superintendent.

### ***Schedule Changes & Wages (Times are rounded to the nearest quarter (.25) hour)***

- Route time – when any route takes less than one (1) hour, the driver will be paid for one (1) hour.
- Drivers receive 1.5 hours of pay (regardless of the length of trip) for all canceled trips within 48 hours.
- Drivers receive 1.0 hour of pay when school is canceled and the driver has arrived at work at his/her usual time.
- Drivers receive 1.5 hours of pay when a bus is scheduled for an event but later replaced by a van.
- Drivers will be paid a minimum of 0.5 hours of pay when a bus is scheduled for driving in district school activities. Otherwise the driver is compensated according to the time driven.
- When a van driver is directed by their assistant director/director to remain at the assigned destination, the driver will be paid his/her regular rate of pay up to a maximum of 8 hours.
- All drivers will be paid route pay for the annual in-service class and for required classes (Example: STOP).
- Drivers are paid a flat rate of \$15.00 per hour for activity trips. The time will begin with the pre-trip inspection and end with the post-trip inspection.
- Drivers will be given 10 minutes for Pre-trip and post-trip inspections.
- Drivers will be compensated at an hourly rate for regular bus maintenance to include washing fueling, etc. Limits may be placed - set by the transportation director or designee.
- All drivers will receive an additional \$2.00 an hour flat rate for trips on Saturday, Sunday, and Holidays.
- It is at the discretion of the Transportation Director or designee to assign activity trips where it will be the most efficient for the Oelwein School District.
- Drivers returning after a leave absence, may be hired back at their departing pay rate. This would include substitute rates and regular rates.

## **AREA IV**

### **Seasonal/Temporary/Wellness Hourly Employees**

#### ***Employees receive no leave benefits***

\*At-Will employees wishing to take a leave of absence, would take leave with the approval of their immediate supervisor and would not receive pay. Taking more than 3 days in a row may be considered termination of their position.

#### **Employees receive no fringe benefits**


#### ***Time Clock Procedures***

You must clock in when reporting to work and clock out when your workday is complete. You must be physically present at your assigned building when clocking in. Employees should clock in as close as possible to their assigned work times; variance of 5 minutes to this item is acceptable. Employees should be clocked in while in the building performing their work tasks. Contact your immediate supervisors to correct errors or omissions in Timeclock. Do not adjust your own hours.

As technology allows the district may take provisions to geofence time clock software to prevent unsupervised employees from clocking in when not in their assigned building or work area.

There shall be no guarantee of work.

## Appendix A



# OELWEIN COMMUNITY SCHOOL DISTRICT

## 2024 - 2025 Calendar

### CALENDAR LEGEND

First & Last Day	<span style="background-color: #f0f0f0; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px;"></span>
No School / Holiday	<span style="background-color: #e0e0e0; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px;"></span>
P / T Conferences	<span style="background-color: #d0d0d0; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px;"></span>
No School / PD	<span style="background-color: #c0c0c0; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px;"></span>
2:05 Dismissal	<span style="background-color: #b0b0b0; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px;"></span>
1:05 Dismissal	<span style="background-color: #a0a0a0; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px;"></span>

### HOLIDAYS

Labor Day	9/2
Thanksgiving Day	11/28
Black Friday	11/29
Christmas	12/25
New Year's Day	1/1
MLK Jr. Day	1/20
President's Day	2/17
Good Friday	4/18
Memorial Day	5/26

### SUMMARY OF CALENDAR

Student Contact	174
Parent Teacher Conf. Ex.	2
Full Prof. Dev.	6
Early Outs	42
Teacher Quality Training	1
Holidays	7
Regular Days	132

	M	T	W	T	F
<b>August 2024</b>					
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	
<b>September 2024</b>					
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					
<b>October 2024</b>					
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		
<b>November 2024</b>					
					1
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
<b>December 2024</b>					
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				
<b>January 2025</b>					
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	
<b>February 2025</b>					
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
<b>March 2025</b>					
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					
<b>April 2025</b>					
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30			
<b>May 2025</b>					
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	
<b>June 2025</b>					
3	4	5	6	7	

### Event Details

Aug. 13-15	New Teacher PD
Aug. 19	PD
Aug. 20	PLC / Committee Day
Aug. 21	PD / Backpack & Orientation Night
Aug. 22	All Staff
Aug. 23	Begin 1st Sem. - 2:05 Dismissal
Sept. 2	Labor Day
Sept. 3	Staff PD
Oct. 4	1:05 Dismissal - Teacher PD
Oct. 30	Family Conferences
Nov. 1	Family Conf. Exchange - No School
Nov. 8	1:05 Dismissal - Teacher PD
Nov. 27-29	Thanksgiving Holiday - No School
Dec. 20	1:05 Dismissal
Dec. 21-Jan. 3	Winter Break - No School
Dec. 25	Christmas Holiday
Jan. 1	New Years Holiday
Jan. 6	Return to School
Jan. 17	End Term 1
Jan. 20	MLK Day / PD - No School
Jan. 21	Start Term 2
Feb. 7	1:05 Dismissal - Teacher PD
Feb. 17	President's Day / No School
March 7	1:05 Dismissal - Teacher PD
March 17-19	Family Conferences
March 21	Family Conf. Exchange - No School
March 21-24	Spring Break - No School
April 18	Good Friday Holiday - No School
April 21	PD / TQ Day - No School
May 18	Commencement
May 23	Last Day of School - 1:05 Dismissal
May 26	Memorial Day Holiday
May 27	End of Year PD
June 3	Summer School Start Date

### Event Details

Aug. 13-15	New Teacher PD
Aug. 19	PD
Aug. 20	PLC / Committee Day
Aug. 21	PD / Backpack & Orientation Night
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Nov. 8	1:05 Dismissal - Teacher PD
Nov. 27-29	Thanksgiving Holiday - No School
Dec. 20	1:05 Dismissal
Dec. 21-Jan. 3	Winter Break - No School
Dec. 25	Christmas Holiday
Jan. 1	New Years Holiday
Jan. 6	Return to School
Jan. 17	End Term 1
Jan. 20	MLK Day / PD - No School
Jan. 21	Start Term 2
Feb. 7	1:05 Dismissal - Teacher PD
Feb. 17	President's Day / No School
March 7	1:05 Dismissal - Teacher PD
March 17-19	Family Conferences
March 21	Family Conf. Exchange - No School
March 21-24	Spring Break - No School
April 18	Good Friday Holiday - No School
April 21	PD / TQ Day - No School
May 18	Commencement
May 23	Last Day of School - 1:05 Dismissal
May 26	Memorial Day Holiday
May 27	End of Year PD
June 3	Summer School Start Date

307 8th Ave. SE. Oelwein, IA 50662 | Phone: 319-283-3536 | [www.OelweinSchools.com](http://www.OelweinSchools.com) |





## Appendix C

Schedule B Salary Schedule 2024-2025														
Base Rate \$39,113														
Steps		13.000%	12.000%	11.000%	10.000%	9.000%	8.000%	7.000%	6.000%	5.500%	5.000%	3.000%	1.000%	0.524%
1	1.0000	\$ 5,084.69	\$ 4,693.56	\$ 4,302.43	\$ 3,911.30	\$ 3,520.17	\$ 3,129.04	\$ 2,737.91	\$ 2,346.78	\$ 2,151.22	\$ 1,955.65	\$ 1,173.39	\$ 391.13	\$ 204.78
2	1.0400	\$ 5,288.08	\$ 4,881.30	\$ 4,474.53	\$ 4,067.75	\$ 3,660.98	\$ 3,254.20	\$ 2,847.43	\$ 2,440.65	\$ 2,237.26	\$ 2,033.88	\$ 1,220.33	\$ 406.78	\$ 212.97
3	1.0800	\$ 5,491.47	\$ 5,069.04	\$ 4,646.62	\$ 4,224.20	\$ 3,801.78	\$ 3,379.36	\$ 2,956.94	\$ 2,534.52	\$ 2,323.31	\$ 2,112.10	\$ 1,267.26	\$ 422.42	\$ 221.16
4	1.1200	\$ 5,694.85	\$ 5,256.79	\$ 4,818.72	\$ 4,380.66	\$ 3,942.59	\$ 3,504.52	\$ 3,066.46	\$ 2,628.39	\$ 2,409.36	\$ 2,190.33	\$ 1,314.20	\$ 438.07	\$ 229.35
5	1.1645	\$ 5,921.12	\$ 5,465.65	\$ 5,010.18	\$ 4,554.71	\$ 4,099.24	\$ 3,643.77	\$ 3,188.30	\$ 2,732.83	\$ 2,505.09	\$ 2,277.35	\$ 1,366.41	\$ 455.47	\$ 238.47
6	1.2100	\$ 6,152.47	\$ 5,679.21	\$ 5,205.94	\$ 4,732.67	\$ 4,259.41	\$ 3,786.14	\$ 3,312.87	\$ 2,839.60	\$ 2,602.97	\$ 2,366.34	\$ 1,419.80	\$ 473.27	\$ 247.78
7	1.2550	\$ 6,381.29	\$ 5,890.42	\$ 5,399.55	\$ 4,908.68	\$ 4,417.81	\$ 3,926.95	\$ 3,436.08	\$ 2,945.21	\$ 2,699.77	\$ 2,454.34	\$ 1,472.60	\$ 490.87	\$ 257.00
8	1.3000	\$ 6,610.10	\$ 6,101.63	\$ 5,593.16	\$ 5,084.69	\$ 4,576.22	\$ 4,067.75	\$ 3,559.28	\$ 3,050.81	\$ 2,796.58	\$ 2,542.35	\$ 1,525.41	\$ 508.47	\$ 266.21
9	1.3450	\$ 6,838.91	\$ 6,312.84	\$ 5,786.77	\$ 5,260.70	\$ 4,734.63	\$ 4,208.56	\$ 3,682.49	\$ 3,156.42	\$ 2,893.38	\$ 2,630.35	\$ 1,578.21	\$ 526.07	\$ 275.43
10	1.3900	\$ 7,067.72	\$ 6,524.05	\$ 5,980.38	\$ 5,436.71	\$ 4,893.04	\$ 4,349.37	\$ 3,805.69	\$ 3,262.02	\$ 2,990.19	\$ 2,718.35	\$ 1,631.01	\$ 543.67	\$ 284.64
11	1.4350	\$ 7,296.53	\$ 6,735.26	\$ 6,173.99	\$ 5,612.72	\$ 5,051.44	\$ 4,490.17	\$ 3,928.90	\$ 3,367.63	\$ 3,086.99	\$ 2,806.36	\$ 1,683.81	\$ 561.27	\$ 293.86
12	1.4800	\$ 7,525.34	\$ 6,946.47	\$ 6,367.60	\$ 5,788.72	\$ 5,209.85	\$ 4,630.98	\$ 4,052.11	\$ 3,473.23	\$ 3,183.80	\$ 2,894.36	\$ 1,736.62	\$ 578.87	\$ 303.07

Lane	Coaching Position(s)
13.000%	Varsity Head Basketball, Head Football, Head Track, Head Wrestling, FFA Advisor
12.000%	High School Band
11.000%	Varsity Head Cross Country, Head Baseball, Head Softball, Head Volleyball, Marching Band
10.000%	Head Golf Boys, Head Golf Girls
9.000%	Varsity Asst Football, Asst Wrestling, Asst Basketball, Cheerleading, Bowling, Head Tennis, Junior Varsity Head Football, High School Drama
8.000%	Varsity Asst Baseball, Asst Softball, Asst Track, Asst Volleyball, Asst Cross Country, Junior Varsity Asst Football
7.000%	7-8 Grade Winter Head, High School Vocal
6.000%	7-8 Grade Winter Asst, High School Annual (Newspaper), High School Speech, Middle School Band, DECA/BPA Advisor, 7-8 Grade Fall/Spring Head, Concession Stand Manager
5.500%	7-8 Grade Fall/Spring Asst
5.000%	Middle School Vocal, Asst Drama, High School Vocal Drama
3.000%	Flag Corps, Middle School Annual, Middle School Drama, Student Council, Prom, Homecoming, Student Services II, CTE II
1.000%	NHS Advisor, Student Services I, CTE I, Show Choir Assistant
0.524%	Drivers Ed

## Appendix D

### Operation and Maintenance Department Salary & Fringe Benefit for 2024-2025

1. Increase of \$0.80 per hour
2. Medical coverage of \$670 for single, \$710 for family per month for full-time employees, \$670 per month for part-time (20-29 hours)
3. Life insurance of \$16,000 and long-term disability for full-time employees only (30 hours plus per week)
4. FICA and IPERS benefits
5. Starting salary for full-time and substitutes \$16.63; \$16.73 for night workers per hour.
6. Starting summer and vacation workers \$10.00 per hour.

### Food Service Personnel Salary & Fringe Benefit for 2024-2025

1. Increase of \$0.91 per hour on salary
2. Medical coverage of \$670 for single, \$710 for family per month for full-time employees, \$670 per month for part-time (20-29 hours)
3. Life insurance of \$16,000 and long-term disability for full-time employees only (30 hours plus per week)
4. FICA and IPERS benefits
5. Starting salary for full-time and substitutes \$15.00 per hour.

### Teacher Associate Personnel Salary & Fringe Benefit for 2024-2025

1. Increase of \$0.90 per hour on salary
2. Medical coverage of \$670 for single, \$710 for family per month for full-time employees, \$670 per month for part-time (20-29 hours)
3. Life insurance of \$16,000 and long-term disability for full-time employees only (30 hours plus per week)
4. FICA and IPERS benefits
5. Starting salary for full-time and substitute \$15.09 per hour; increases additional \$.35 for attaining paraeducator certification.

### Paraeducator Personnel Salary & Fringe Benefit for 2024-2025

1. Increase of \$0.90 per hour on salary
2. Medical coverage of \$670 for single, \$710 for family per month for full-time employees, \$670 per month for part-time (20-29 hours)
3. Life insurance of \$16,000 and long-term disability for full-time employees only (30 hours plus per week)
4. FICA and IPERS benefits
5. Starting salary for full-time and substitute \$15.44 per hour, includes increase for paraeducator certification.

### Secretaries & Clerical Aide Personnel Salary & Fringe Benefit for 2024-2025

1. Increase of \$0.80 per hour on salary
2. Medical coverage of \$670 for single, \$710 for family per month for full-time employees
3. Life insurance of \$16,000 and long-term disability for full-time employees only (30 hours plus per week)
4. FICA and IPERS benefits
5. Starting salary for full-time and substitute \$15.58 per hour. Those holding AAS/Administrative Assistant two-year degree with minimum of 48 college credits receive additional \$.10 per hour.

### Bus Drivers Salary & Fringe Benefit for 2024-2025

1. Increase of \$0.80 per hour on salary
2. FICA and IPERS benefits
3. Starting salary for route drivers and substitutes \$22.26 per hour.

### Activity Drivers Salary & Fringe Benefit for 2024-2025

1. FICA and IPERS benefits (if hour threshold for IPERS is met)
2. Starting salary for activity drivers and substitutes is \$15.80 per hour (weekdays) and \$17.80 per hour (weekends and holidays)

## Appendix E



### EMC OnCall Nurse 24-Hour Work Injury Nurse Hotline

EMC Insurance Companies and Medcor are working together to provide EMC OnCall Nurse, a 24-hour work injury nurse hotline, to our workers' compensation policyholders. EMC OnCall Nurse improves health outcomes for injured employees while reducing workers' compensation claims and costs.

#### How It Works

With EMC OnCall Nurse, an injured employee and his/her supervisor can immediately contact a nurse any time, day or night. The injured employee speaks directly to a specially trained nurse who immediately assesses the injury and recommends the best course of action for the injured worker, or directs them to a qualified provider, if necessary. This proven process resolves many cases simply with first aid, avoiding unnecessary costs, claims and time away from work.

#### Policyholder Benefits

EMC OnCall Nurse can help:

- Free supervisors from making medical decisions
- Avoid unnecessary doctor and/or emergency room visits, reducing medical only and lost time claims
- Send detailed Notice of Injury Reports immediately to the policyholder and EMC
- Direct the injured employee to in-network preferred providers, if possible, in your state



#### Employee Benefits

- Employees receive immediate attention from skilled medical triage professionals, 24/7
- A licensed nurse provides advice for first aid or self-treatment
- A licensed nurse can help identify potentially serious injuries and direct employees to appropriate care
- Translators are available for over 200 languages and dialects

#### How to Enroll

EMC is ready to help you manage your workers' compensation claims. To enroll in EMC OnCall Nurse, simply contact your independent insurance agent, EMC underwriting or marketing representative, or email EMC's medical management staff at [Claims.OnCallNurse@emcins.com](mailto:Claims.OnCallNurse@emcins.com). Please provide your account name and account contact information (phone, email or fax) with your enrollment request. An EMC medical management team member can assist you with the process.

#### Commitment to Exceptional Claims Service

EMC is committed to offering the most proactive management services for your workers' compensation claims. In addition to EMC OnCall Nurse, we offer:

- Bill review
- Pharmacy management
- Access to additional cost-containment vendors

EMC's staff of nurses, medical consultants, case managers, return to work consultants and bill review specialists can help manage medical costs and coordinate timely return to work.

For more information, contact your EMC representative or independent agent.

**EMC Insurance Companies**  
717 Mulberry Street • Des Moines, IA 50309  
800-447-2295 • 515-280-2511

[www.emcins.com](http://www.emcins.com)



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Appendix F

Monthly Costs

If you elect coverage, your premiums will be conveniently deducted from your paycheck. Please contact Business Office regarding any questions or concerns.

Different classifications within the school district receive varying benefit allocations. These classifications may include full-time faculty, administrative staff, support staff, or other defined categories. The benefit allocation for each classification is predetermined and remains consistent. Below are the full costs of coverage prior to the school district’s contribution.

Medical	Plan 1 Blue Choice	Plan 2 HMO	Plan 3 Blue Choice
Employee Only	\$723	\$737	\$656
Employee + Spouse	\$1,518	\$1,547	\$1,376
Employee + Child(ren)	\$1,301	\$1,326	\$1,180
Family	\$2,095	\$2,136	\$1,900

Dental	
Employee Only	\$35.48
Employee + Spouse	\$117.74
Employee + Child(ren)	\$117.74
Family	\$117.74

Vision	
Employee Only	\$7.08
Employee + Spouse	\$24.20
Employee + Child(ren)	\$24.20
Family	\$24.20

Flexible Spending	\$4.00
Basic Life/AD&D Long Term Disability	Employer-paid!
Voluntary Life/AD&D	To view your personalized rates, log in to Employee Navigator.

**Appendix G**  
**Hourly Staff:**  
**2024-2025 Start/Cutoffs/Pay Dates & Timesheet**  
**Due Dates**

<b>Week Starting:</b>	<b>Week Ending:</b>	<b>Timesheet Due:</b>	<b>Pay Date:</b>
07/28/24	08/10/24	08/16/24	09/05/24
08/11/24	08/24/24	08/30/24	09/20/24
08/25/24	09/07/24	09/13/24	10/04/24
09/08/24	09/21/24	09/27/24	10/18/24
09/22/24	10/05/24	10/11/24	11/05/24
10/06/24	10/26/24	11/01/24	11/20/24
10/27/24	11/09/24	11/15/24	12/05/24
11/10/24	11/23/24	11/29/24	12/20/24
11/24/24	12/07/24	12/13/24	01/03/25
12/08/24	12/28/24	01/03/25	01/17/25
12/29/24	01/11/25	01/17/25	02/05/25
01/12/25	01/25/25	01/31/25	02/20/25
01/26/25	02/08/25	02/14/25	03/05/25
02/09/25	02/22/25	02/28/25	03/20/25
02/23/25	03/08/25	03/14/25	04/04/25
03/09/25	03/22/25	03/28/25	04/18/25
03/23/25	04/05/25	04/11/25	05/05/25
04/06/25	04/26/25	05/02/25	05/20/25
04/27/25	05/10/25	05/16/25	06/05/25
05/11/25	05/24/25	05/30/25	06/20/25
05/25/25	06/07/25	06/13/25	07/03/25
06/08/25	06/21/25	06/27/25	07/18/25
06/22/25	07/12/25	07/18/25	08/05/25
07/13/25	07/26/25	08/01/25	08/20/25