

# WEST BRANCH COMMUNITY SCHOOL DISTRICT

## CLASSIFIED STAFF HANDBOOK 2021-2022



### **VISION**

*A Future Focused Community of Learners*

### **MISSION**

*Preparing Students to Live and Learn with Passion and Purpose*

### **DESTINATION**

*All Students will be Career and College Ready*

Mr. Marty Jimmerson, Superintendent of Schools  
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It is the policy of the West Branch Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have any questions or a grievance related to this policy please contact the district's Equity Coordinator, Jess Burger, Elementary Principal, 148 North Oliphant St., West Branch, IA 52358, 319-643-7211, [jburger@west-branch.k12.ia.us](mailto:jburger@west-branch.k12.ia.us).

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## **CLASSIFIED STAFF HANDBOOK**

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To avoid misunderstanding from classified staff, with regard to what provisions are allowed by the Board of Education to them as a part of employment, this brief handbook has been developed.

In all instances, an effort has been made to provide equitable means to all employee groups and levels. Due to a variance in the hours worked, length of work contract, and other expectancies, there will be variance in compensation, leaves and other areas that cannot be placed on an equal basis.

The Board of Education expects that those who sign letters of assignment with the West Branch Community School District are stating their first job responsibility is to the District. As such, our expectancies are that duties assigned by the Board or its designated supervisors or heads of department be performed. Other employment will be felt to be secondary to the needs of the West Branch Community School District and expected not to interfere with performance of work assigned by the District.

Supervision and evaluation of job performance will be performed by those persons assigned as supervisors. Evaluation will be performed in accordance with policy established by the Board of Education. An evaluation form will be presented to the employee prior to evaluation.

The Classified Staff Handbook will be evaluated annually to make any changes in the present material.

## DEFINITION OF TERMS

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**Board:** West Branch Board of Education

**District:** West Branch Community School District

**Classified Staff:** Defined as secretaries, bus drivers, nutrition employees, custodians and associates. Defined in more detail in Board Policy 411.01.

**Management Staff:** Defined as Business Manager/Board Secretary, Director of Operations, Nutrition Director, and Technology Director.

**Full-Time Employee:** Any employee who works 30 hours or more per week for 36 weeks or more.

**Half-Time Employee:** Any employee who works at least 20 hours per week but less than 30 hours per week.

**Part-Time Employee:** Any employee who works less than 20 hours per week.

**Non-Exempt Personnel:** As defined by Federal Government Regulations pertaining to over-time pay.

**Personal/Emergency Days:** Days for employee use for personal or emergency reasons.

**Sick Days:** Days which are provided to employees to cover days of personal illness.

**Bereavement:** Days for death in immediate family or where there is a recent, close and/or personal relationship.

**Absent Without Pay Days:** Days which are taken by the employee for which there is no provided leave or used after provided leave is exhausted.

**Holidays:** Those days that are designated as holidays by the federal government and recognized by the Board as such.

**Work Days:** Days specifically assigned as days of work within the employee letter of assignment

**Vacation:** Time allowed to specific employees to take time from their work year; such time is with pay.

**Work Hours:** Hours assigned by letter of assignment as those to be worked by employee.

**Overtime Hours:** Hours worked in excess of 40 hours per week are overtime hours and will be paid at time and one-half. All overtime hours must be approved by the Superintendent or his/her designee.

**Substitutes:** Persons who may be employed for short periods of time to work for regular employees who are out due to illness or other reasons.

**Job Descriptions:** Description of expected performance by a person employed to do a specific job.

# AFFIRMATIVE ACTION COMPLIANCE PROGRAM

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(Board Policy 401.02)

The West Branch Community School District has an established policy of Equal Employment Opportunity (EEO) with respect to race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs). The district has an established policy of taking affirmative action in recruitment, appointment, assignment and advancement of women, minorities and people with disabilities. In order to effectively communicate and interpret the district's policies to all levels of the administration and to all other employees, community and educational agencies, and the public in general, the following will be undertaken:

- A) Dissemination of Policy
  - 1) Employees will be reminded annually of the district's written statement of policy by:
    - a) Description of policy by publication or reference in all issues or re-issues of personnel handbooks.
    - b) When appropriate, publicize the EEO policy and such activities through news stories or other articles in district publications.
  - 2) Employment advertisements will contain assurance of equal employment opportunity.
  - 3) Notices will be posted on bulletin boards and in locations where applicants are interviewed. These will inform employees and applicants of their rights under federal and state civil rights laws.
- B) Implementation of Program
  - 1) The Affirmative Action Program will be implemented according to Section 19B.11 Iowa Code (1989) and the rules promulgated by the Board of Education, Iowa Administrative Code 281, Chapter 95.
  - 2) An Affirmative Action Plan will be reviewed and updated bi-annually.
- C) The Board of Education will designate an Affirmative Action Coordinator.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action shall be directed to the Affirmative Action Coordinator, West Branch Community School District, 148 N. Oliphant St, West Branch, IA 52358. Inquiries may also be directed, in writing, to the Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14th St., Des Moines, IA 50319-1004 (515-281-4121), or to the United States Office of Civil Rights, Midwest Division, 8930 Ward Parkway, 2<sup>nd</sup> Floor, Kansas City, Missouri 64114, (816-329-2965). Such inquiry or complaint to the state or federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

## EMPLOYMENT

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All persons who are employed by the West Branch Community School District, in classified staff positions, shall be apprised of the status of the job when they are employed. If the job is to be part-time, or for a specified period of time, they will be so informed.

Selection of personnel for employment shall be made through the Office of the Superintendent or Schools and the Board of Education. The job vacancy will be made known through the posting of vacancy in the district and Teach Iowa websites. The Board of Education reserves the right to final decisions on the employment of any individual.

All applicants will be notified after an interview, as to whether they have or have not been selected to fill the position for which they applied. Notice will be by either telephone or by letter. The West Branch Community School District is an equal opportunity employer, and there shall be no barriers other than those imposed by statute.

All persons employed by the West Branch Community School District, in classified staff positions, may be placed on a 90 calendar day probationary status. If, at the end of that period of time, their work has been judged to be satisfactory, they may be placed on permanent status. During the probationary period, the employee will not be eligible for leaves or benefits.

Persons employed by the West Branch Community School District shall not have any outside employment that interferes with their prompt reporting for work at scheduled times, or that affects their ability to perform the job assigned them by the District.

Such personal data, as required at the time of employment and for job interview purposes, will be furnished by the applicant. This will be kept, in confidence, in the personnel folder.

All classified staff are required to maintain a timecard (electronic or paper) showing actual hours worked. See Attachment A for further instructions on completing timecards.

Whenever an employee is absent from work, he/she is required to complete an Employee Absence Report/Request for Leave form. See Attachment B. These forms are available at any of the building level offices or Central Office.

Except when prevented by circumstances beyond his/her control, the employee must report his/her intention to be absent from duty as soon as possible to his/her principal or supervisor, but in any event not later than 7:00 a.m. on the day of absence. Failure to report an absence by 7:00 a.m. may be considered an unpaid and unexcused absence and employee may have written reprimand placed in his/her personnel file for each occurrence.

Leaves and benefits will become available for classified staff after the employee completes the probationary period.

## **SALARIES**

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Salary or salary adjustment shall be set by the Board of Education. Such adjustment is to commence with the start of a new school year. The school year begins on the date stated on individual letters of assignment.

## **PERSONAL/EMERGENCY LEAVE**

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Each regularly employed school employee shall be entitled to two (2) days of personal leave each school year without loss of pay. These may be used for personal leave provided such leave is approved by the superintendent or his/her designated representative. Personal leave shall not be used in place of sick leave or be used to extend winter and/or spring break(s). One (1), two (2) or three (3) days may be granted at the discretion of the superintendent or his/her designated representative for circumstances beyond the employee's control which may prohibit the employee from completing his/her contractual duties.

Employees will have the option of carrying over one (1) unused personal day or receiving substitute pay for that unused day. No more than three (3) days may be used in any given year. The Business Manager will send out a notice to all employees after the May payroll notifying them of their unused days. Employees not returning the notification indicating their choice by the designated due date will lose the unused day and the pay option.

If an employee has used all available personal leave, one additional day may be granted for educational purposes. Such purposes would be limited to consulting with a professor/instructor about a class project or assignment, meeting with an advisor or completing comprehensive examinations.

*Emergency Leave:* One (1) emergency may be granted at the discretion of the superintendent or his/her designated representative for circumstances that are unplanned, non-medical and beyond the employee's control which may prohibit the employee from completing his/her contractual duties.

## **PERSONAL ILLNESS LEAVE**

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(Board Policy 414.03)

All classified staff will receive 12 days of sick leave per year.

The term of the school year is from July 1 to June 30.

When more than two consecutive days are used, employee MUST provide doctor's excuse for absence. Excuse must include diagnosis and reason employee is unable to perform work. In case of communicable disease, the staff member MUST provide written verification that they are disease free and able to return to work before being allowed to return to work. If no excuse is provided, days will be taken off accumulated vacation (for custodians) or will be unpaid if vacation is not available.



If an employee does not need to use his/her allotted days during the year, the unused days will be added to his/her allowance for the succeeding year, up to a maximum accumulation of ninety-five (95) days. In case of absences or illness or injury in any one year exceeding the days allowed for that year, the excess shall be deducted from the employee's accumulated days.

Except when prevented by circumstances beyond his/her control, the employee must report his/her intention to be absent from duty as soon as possible to his/her principal or supervisor, but in any event not later than 7:00 a.m. on the day of absence.

The Board may, in each instance, require such reasonable evidence as it may desire confirming the necessity for such leave of absence.

An employee may use five (5) days per year from his/her sick leave for physical illness or injury to the employee's or spouse's immediate family (spouse, child, sister, brother, grandparent, grandchild, parent, guardian); and the employee's absence is necessitated by that physical illness or injury. Employees may carry over no more than two (2) unused family illness days to be used the next contract year. No more than seven (7) days may be used in any given year.

#### **Foreseeable Absences Necessitated by the Employee's Medical Condition**

The employee must notify the superintendent of any medical condition, which will or may necessitate the employee's absence from work on account of his/her inability to perform assigned duties. This notification, which shall be in the form of a physician's certificate, must be submitted to the superintendent no less than thirty (30) days prior to the commencement of the absence and shall consist of statements by the physician certifying:

1. The existence of a medical condition; and
2. That the condition is such that it will necessitate an absence from work; and
3. The probable duration of the absence necessitated by the medical condition, including a specification of anticipated probable dates of both departure from service and return to service; and
4. That the employee is able to safely perform his/her assigned duties other than during the certified period of the absence necessitated by the medical condition.

It shall be the responsibility of the employee to keep the superintendent advised of any changes in the employee's probable date of departure and/or return to service. Notification of such changes shall be in the form of a physician's certificate, unless the superintendent advises the employee that some other form of notification will suffice.

If the employee exhausts all of his/her accumulated and current sick leave, and has not been released by his/her doctor to return to work, the situation will be handled as a leave without pay. The employee's pay will consequently be withheld on a per diem basis until he/she returns to work. The employee on such unpaid leave will be returned to a position in which he/she is qualified as determined by the administration.

If an employee exhausts all of his/her accumulated sick leave while in his/her first four years of employment and is in the process of meeting the qualifying period for receiving long-term disability compensation, a maximum of ten (10) additional days of personal illness leave may be granted at the sole discretion of the superintendent.

## **BEREAVEMENT LEAVE**

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(Board Policy 414.07)

In the event of a death of a member of a classified staff's immediate family, bereavement leave may be granted. Bereavement leave granted may be for a maximum of five (5) days, with "day" being defined as one work day regardless of full-time or part-time status of the employee, per occurrence, for the death of a member of the immediate family. The immediate family includes child, spouse, parent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandchildren, or grandparents of the employee.

A maximum of three (3) days of bereavement leave per year will be granted for the death of a close friend or other relative not listed above. The employee may apply for up to two (2) additional days of bereavement leave under unusual circumstances after using available personal leave for the above relationship. The approval of the additional two (2) days paid bereavement leave shall be at the sole discretion of the superintendent of schools.

It is within the discretion of the superintendent to determine the number of bereavement leave days to be granted.

## **FAMILY & MEDICAL LEAVE**

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(Board Policy 403.08)

Unpaid family and medical leave will be granted up to 12 weeks per year to assist employees in balancing family and work life. For purposes of this policy, year is defined as July 1 and ending June 30. Requests for family and medical leave will be made to the superintendent.

Employees may be allowed to substitute paid leave for unpaid family and medical leave by meeting the requirements set out in the family and medical leave administrative rules. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave. It is the responsibility of the superintendent to develop administrative rules to implement this policy.

[Fact Sheet #28H: 12-month period under the Family and Medical Leave Act \(FMLA\)](#)

## **CONFERENCES**

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Classified staff conferences for meetings and learning will be granted by the appropriate supervisor or administrator. Meetings and conferences need to be relevant to the duties and tasks of the given position.

## **LETTERS OF ASSIGNMENT OF CLASSIFIED STAFF**

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(Board Policy 411.05)

The board may enter into written letters of assignments with classified staff employed on a regular basis. The letter of assignment will state the terms of employment.

Each letter of assignment shall include a two week cancellation clause. Either the employee or the board must give notice of the intent to cancel the contract at the end of fourteen days. This notice will not be required when the employee is terminated during a probationary period or for good cause.

Classified staff shall receive a job description stating the specific performance responsibilities of their positions.

It shall be the responsibility of the superintendent to draw up and process the classified staff letters of assignment and present them to the board for approval. The letters of assignment, after being signed by the board president, shall be filed with the board secretary.

## **WAGE/OVERTIME COMPENSATION**

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(Board Policy 412.05)

Each non-exempt employee compensated on an hour-by-hour basis, whether full- or part-time, permanent or temporary, will be paid no less than the prevailing minimum wage. Whenever a non-exempt employee must work more than forty hours in a given work week, the employee shall be compensated at one and one-half times their regular hourly wage rate. This compensation shall be in the form of overtime pay or compensatory time. Overtime will not be permitted without prior authorization of the employee's immediate supervisor.

Each non-exempt employee paid on an hour-by-hour basis must complete, sign and turn in a daily time record showing the actual number of hours worked. Failure of the employee to maintain, or falsification of, a daily time record will be grounds for disciplinary action. Timecards shall be turned in on a weekly basis.

It is the responsibility of the business manager to maintain wage records.

## **METHOD OF PAY**

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Employees will be paid as indicated on Letters of Assignment. Payday is the twentieth day of each calendar month. If this day should fall on a weekend or holiday, the last workday preceding the twentieth will be payday. Classified staff will be paid accordingly off of timecards (electronic and paper).

## **COMPENSATION/BENEFITS**

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(Board Policy 412.03)

It is the policy of the Board of Directors that retirement benefits, social security, unemployment benefits and annuity programs be provided as authorized by law. The business office of the school district will administer such retirement plans, health and accident insurance, savings, and annuity programs as the Board may authorize and the law may prescribe.

In accordance with the Patient Protection and Affordable Care Act (ACA), the board will offer classified staff, who work an average of at least thirty (30) hours per week or one hundred thirty (130) hours per month, based on the measurement method adopted by the board, with minimum essential coverage that is both affordable and provides minimum value. The board will have the authority and right to change or eliminate group benefit programs, other than the group health plan, for its licensed employees.

Classified staff, who work an average of at least thirty (30) hours per week or one hundred thirty (130) hours per month, based on the measurement method adopted by the board, are eligible to participate in the group health plan. Classified staff who work 30 hours per week are eligible to participate in dental, life or long term disability group insurance plans. Employers should maintain documents regarding eligible employees acceptance and rejection of coverage.

Regular part-time classified staff (i.e., employees who work less than 30 hours per week or 130 hours per month for health benefit purposes or employees who work less than 30 hours per week for benefits other than health) who wish to purchase coverage may participate in group benefit programs by meeting the requirements of the applicable plan. Full-time and regular part-time classified staff who wish to purchase coverage for their spouse or dependents may do so by meeting the requirements of the applicable plan.

### **Workers' Compensation**

District employees are covered under the Workers' Compensation Act, and are entitled to its benefits under the terms of the law. Premiums for participation in the Workers' Compensation insurance plan are paid entirely by the district.

### **Iowa Public Employees' Retirement System**

IPERS is designed to supplement both Social Security and private savings by providing an adequate retirement plan for career public employees. Contributions are made to IPERS for a member's public service by both the member and employer. Members are required to contribute to IPERS through payroll deductions.

### **Tax-Sheltered Annuities**

Employees may elect to have amounts withheld from their pay for items authorized by law, subject to agreement of the district. The board may authorize the administration to make a payroll deduction for classified staff's tax-sheltered annuity premiums purchased from a company or program if chosen by the board.

Classified staff wishing to have payroll deductions for tax sheltered annuities will make a written request to the superintendent. Request for purchase or change of tax-sheltered annuities may be made by the first Friday of the month the classified staff is wanting the deduction.

### **Health Insurance**

It shall be the policy of the Board of Education to provide the full premium cost of group health, accident and major medical insurance for full-time eligible employees subject to the eligibility provisions of the insurance policy. A full time classified staff is one who works a forty hour week but not less than thirty hours per week. The Board shall provide a pro-rata share of the premium cost for eligible (not less than 20 hours per week) part-time employees.

The Board shall provide an additional dollar amount per month toward the group health, as stated in the Master Contract, accident and major medical insurance premium for the employee's spouse, domestic partners, and/or dependents. Additional premiums due for such coverage will be paid by the employee, and may, with the employee's written authorization, be deducted from salary payments.

Changes in coverage for health, accident and major medical insurance may be made on or before July 1 with the premium change being reflected, when applicable, in the payroll check for that month. Exceptions to the change timeline include: marriage, divorce, death, birth or adoption and termination of employment of spouse.

When a change in an employee's insurance status occurs, the Central Office should be notified immediately. If an employee marries and wishes to insure his/her spouse, the employee must complete a new enrollment application within thirty days of the date of marriage. When a dependent child ceases to be eligible for coverage due to attaining age 26 or due to either leaving or graduating from a fully accredited college or university, Blue Cross/Blue Shield should be notified within one month so that they can offer the dependent child an individual contract without the child having to submit medical evidence. The same procedure holds true in the case of a former spouse of an employee if the former spouse becomes ineligible for coverage due to a divorce, annulment or legal separation.

If an employee declines coverage when he is first eligible, or declines coverage for his dependents when they are first eligible, and later decides he wants coverage, he/she and/or his/her dependents must complete an evidence of insurability form. It will be the decision of Blue Cross/Blue Shield as to approval or denial of coverage.

### **Life/Long-Term Disability Insurance**

Subject to the eligibility provisions of the insurance policy, all regularly employed classified staff are required to participate in the life/long-term disability insurance policy. It is the responsibility of the employee to complete all necessary forms provided by the Central Office prior to the first day of employment. The District provides a group term-life insurance policy in the amount of \$20,000.

### **Unemployment Insurance**

Under federal and state law, public school districts in Iowa are liable for unemployment benefits paid to former employees. The Board, upon recommendation by the superintendent, will select a method for financing the unemployment liability; maintain such records as may be required; and communicate such information to state agencies as the law may require.

## **EVALUATION**

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(Board Policy 411.09)

The superintendent or her/his designee shall be responsible for the continual evaluation of classified staff of the district. Evaluations shall be in writing yearly.

## **EMPLOYEE COMPLAINTS**

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(Board Policy 401.05)

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints will be brought directly to the immediate supervisor, principal or superintendent and will be made in a constructive and professional manner. Complaints will never be made in the presence of other employees, students or outside persons.

A formal grievance procedure is contained in the master contract between the employee's licensed bargaining unit and the board. This policy shall not apply to a complaint that has been or could be filed at the employee's discretion under that formal grievance procedure.

## **COMPLAINT PROCEDURE**

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(Board Policy 401.06)

If an employee claims a Board policy or an administrative rule has been violated, within five (5) days of the alleged violation the individual shall first discuss the complaint with his/her immediate supervisor. If the complaint is unresolved at the supervisory level, the employee shall discuss the complaint with the building principal. If the complaint is not resolved, the employee shall next place the complaint in writing within five (5) days of the discussion with the principal, and discuss it with the superintendent. If the complaint continues ten (10) days following the discussion with the superintendent, the employee may ask to have the item placed on the agenda for the next meeting of the Board.

The decision of the Board shall be final.

The purpose of this procedure is to resolve all complaints at the lowest possible administrative level.

This procedure shall not apply to licensed staff, who must follow the grievance procedure outlined in the Master Contract.

## **UNPAID LEAVE**

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(Board Policy 414.13)

The employee shall apply for unpaid leave before the leave begins, or, if advance application is not possible, no later than 10 days after the leave begins. Length of service, previous record of absences for reasons other than personal illness, and the reason for the absence shall be factors in permitting or denying the unpaid leaves.

## **RESIGNATIONS**

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(Board Policy 413.01)

Resignations shall be in writing, signed by the resigning party, and directed to the superintendent of schools.

The board recognizes that circumstances may force an employee to request a release from a letter of assignment before the letter of assignment expires. An employee will be released from his or her letter of assignment, upon fourteen days written notice to the board secretary.

## **REDUCTION IN FORCE OF CLASSIFIED STAFF**

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(Board Policy 413.03)

The number of classified staff may be reduced if a change in district needs or budgetary constraints make such a reduction necessary. Reduction may be accomplished through normal staff attrition, unless the best interests of the School District dictate otherwise. When reductions beyond normal staff attrition are made, classified staff will receive 14 days notice of termination.

## **DISMISSAL/SUSPENSION OF CLASSIFIED STAFF**

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(Board Policy 413.05)

The superintendent has the authority to suspend the services of any classified staff for just cause.

## **JURY DUTY**

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(Board Policy 414.09)

Regular full-time employees required to report for or serve in jury service on any workdays shall be paid a full basic workday's pay for each such day, less any remuneration received by the employee for jury service, provided the employee furnishes satisfactory evidence that jury duty was performed on the days for which he/she claims payment.

When an employee is excused from jury service, either temporarily or permanently on any workday, the employee shall promptly report to his immediate supervisor and shall complete any remaining hours of his workday if required.

## **LUNCH/DINNER HOUR & BREAKS**

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Any employee working six (6) or more hours per day will be entitled to two (2) 15-minute paid breaks. Any employee working at least three (3) or more hours per day and less than six (6) hours per day will be entitled to one 15-minute paid break. Any employee working less than three (3) hours per day is not eligible for a paid break. All employees are entitled to a 30-minute unpaid meal break. Staff members, who are asked to supervise students during their lunch break, and agree to do so, will be compensated with a paid lunch break. Timecards should be filled out accordingly.

## **MILITARY LEAVE**

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(Board Policy 414.11)

Leaves of absence for military purposes-not to exceed the enlistment or draft period – will be granted. On completion of the military service, the individual is entitled to reinstatement at the same salary he or she would have received had he or she not taken such leave; provided, however: that the position was not abolished; that the individual is physically and mentally capable of performing the duties of the position; that the individual applies for reinstatement, in writing to the superintendent, within 90 days after termination of military service; and that the individual submits proof of an honorable discharge from the military service.

A leave of absence will be granted for reservist training, but not for more than a total of thirty (30) days in any calendar year. Regular full-time employees shall be paid a full basic workday's pay for each such day, less any remuneration received by the employee for such service. Employees are expected, whenever possible, to take their training at times when the schools are not in session.

## **VACATIONS FOR CLASSIFIED STAFF**

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(Board Policy 414.01)

The superintendent of schools shall establish a vacation schedule for all classified staff of the district. Two weeks notice should be given when requesting vacation leave. Exceptions may be approved on a case by case basis.

### **Returning Employees –**

Year round employees who have successfully completed a probationary period by July 1 shall be entitled to 10 days vacation with pay plus one additional day for every year of service after the first five years, cumulative to a five-day maximum. Extra vacation days are to be scheduled between the superintendent and employee at a mutually agreeable time.



## **New Employees -**

For the purpose of figuring vacation days, employees will be entitled to 3 days vacation following the probation period and will then accrue one day for each month worked up to seven additional days. Unused vacation time does not accrue for more than two years.

## **BACKGROUND CHECKS**

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Criminal history record checks are required before hiring is complete for all school employees. Applicants will be asked to sign a waiver giving permission to conduct an Iowa criminal history record check with the Division of Criminal Investigation.

## **HARASSMENT**

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(Board Policy 403.04)

The School District is committed to ensuring that all students and staff are treated in a caring and respectful way. Harassment includes, but is not limited to racial, religious, national origin, age, gender identity, disability and sexual harassment. Incident reporting forms are available at all district offices. For more information, refer to Board Policy 403.04.

## **ANNUAL REVIEW**

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This Handbook will be reviewed annually by the Board of Education for the purpose of making necessary additions or changes.

## PAY PERIOD SCHEDULE

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**2021-2022**

<b>PAY DAY</b>	<b>PAY PERIOD</b>	<b>TIME CARD DEADLINE</b>
July 20	July 1- July 10	July 12
August 20	July 11 – August 7	August 13
September 20	August 8 – September 4	September 10
October 20	September 5 – October 2	October 8
November 19	October 3 – November 6	November 12
December 20	November 7 – December 4	December 10
January 20	December 5 – January 1	January 7
February 18	January 2 – February 5	February 11
March 11	February 6 – March 5	March 5
April 20	March 6 - April 2	April 8
May 20	April 3 – May 7	May 13
June 20	May 8 – June 4	June 10
June 30	June 5 – June 30	June 30

# SUPPORT STAFF SALARY SCHEDULE

2021-2022

	A - Cust	B - Sec	C - Assoc	D - Nut	E - Cert Assoc	<b>Probationary Period Pay</b>	
<b>Step</b>	\$ 14.51	\$ 15.30	\$ 12.87	\$ 12.75	\$ 13.37	A Custodians	\$10.00
<b>1</b>	\$ 14.66	\$ 15.45	\$ 13.00	\$ 12.88	\$ 13.50	B Secretaries	\$10.00
<b>2</b>	\$ 14.80	\$ 15.61	\$ 13.13	\$ 13.01	\$ 13.64	C Associates	\$10.00
<b>3</b>	\$ 14.95	\$ 15.76	\$ 13.26	\$ 13.14	\$ 13.78	D Nutrition	\$10.00
<b>4</b>	\$ 15.10	\$ 15.92	\$ 13.39	\$ 13.27	\$ 13.91	E Cert Assoc.	\$10.00
<b>5</b>	\$ 15.25	\$ 16.08	\$ 13.53	\$ 13.40	\$ 14.05		
<b>6</b>	\$ 15.40	\$ 16.24	\$ 13.66	\$ 13.53	\$ 14.19		
<b>7</b>	\$ 15.56	\$ 16.40	\$ 13.80	\$ 13.67	\$ 14.33		
<b>8</b>	\$ 15.71	\$ 16.57	\$ 13.94	\$ 13.81	\$ 14.48		
<b>9</b>	\$ 15.87	\$ 16.73	\$ 14.08	\$ 13.94	\$ 14.62		
<b>10</b>	\$ 16.03	\$ 16.90	\$ 14.22	\$ 14.08	\$ 14.77		
<b>11</b>	\$ 16.19	\$ 17.07	\$ 14.36	\$ 14.22	\$ 14.92		
<b>12</b>	\$ 16.35	\$ 17.24	\$ 14.50	\$ 14.37	\$ 15.07		
<b>13</b>	\$ 16.51	\$ 17.41	\$ 14.65	\$ 14.51	\$ 15.22		
<b>14</b>	\$ 16.68	\$ 17.59	\$ 14.79	\$ 14.66	\$ 15.37		
<b>15</b>	\$ 16.85	\$ 17.76	\$ 14.94	\$ 14.80	\$ 15.52		
<b>16</b>	\$ 17.01	\$ 17.94	\$ 15.09	\$ 14.95	\$ 15.68		
<b>17</b>	\$ 17.18	\$ 18.12	\$ 15.24	\$ 15.10	\$ 15.83		
<b>18</b>	\$ 17.36	\$ 18.30	\$ 15.39	\$ 15.25	\$ 15.99		
<b>19</b>	\$ 17.53	\$ 18.48	\$ 15.55	\$ 15.40	\$ 16.15		
<b>20</b>	\$ 17.70	\$ 18.67	\$ 15.70	\$ 15.56	\$ 16.31		
<b>21</b>	\$ 17.88	\$ 18.86	\$ 15.86	\$ 15.71	\$ 16.48		
<b>22</b>	\$ 18.06	\$ 19.04	\$ 16.02	\$ 15.87	\$ 16.64		
<b>23</b>	\$ 18.24	\$ 19.23	\$ 16.18	\$ 16.03	\$ 16.81		
<b>24</b>	\$ 18.42	\$ 19.43	\$ 16.34	\$ 16.19	\$ 16.98		
<b>25</b>	\$ 18.61	\$ 19.62	\$ 16.50	\$ 16.35	\$ 17.15		
<b>26</b>	\$ 18.79	\$ 19.82	\$ 16.67	\$ 16.51	\$ 17.32		
<b>27</b>	\$ 18.98	\$ 20.02	\$ 16.84	\$ 16.68	\$ 17.49		
<b>28</b>	\$ 19.17	\$ 20.22	\$ 17.01	\$ 16.85	\$ 17.67		
<b>29</b>	\$ 19.36	\$ 20.42	\$ 17.18	\$ 17.01	\$ 17.84		
<b>30</b>	\$ 19.56	\$ 20.62	\$ 17.35	\$ 17.19	\$ 18.02		

## **ASSOCIATES**

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Base Pay (Probationary Period) - \$10.00/hour  
Base Pay (No Experience) - \$12.87/hour  
Substitute Aides - \$8.25/hour  
Certified Teacher Substitute Aides - \$10.00/hour

183 days of service (includes 178 instructional days plus 5 paid holidays - Labor Day, Thanksgiving, Christmas, one spring break day and New Year's Day) (38 early out days and 140 full instructional days).

Leave policy as per Leave Policies for Classified Staff.

Health Insurance - Full cost of individual policy plus \$110 per month toward family coverage provided for 30-hour per week and over employees. The Board shall provide one-half of the premium cost for half-time employees.

Life Insurance - Provided for 30-hour per week and over employees - \$20,000.

Disability Insurance - Provided for 30-hour per week and over employees.

Subject to the eligibility provisions of the insurance policy, all regularly employed classified staff are required to participate in the group long-term disability insurance coverage and the group term life insurance policy.

FICA, IPERS, Worker's Compensation. Contracted associates who have lunchroom responsibilities will be eligible for a pro rata meal allowance based on the percent of salary paid by Nutrition.

## **BUS DRIVERS**

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Longevity Pay - for consecutive year employed - regular route drivers:

2nd year - \$25	9th year - \$120
3rd year - \$40	12th year - \$160
6th year - \$80	15th year - \$200

Regular Route Base Pay - \$16,967/356 trips or \$47.66/trip  
PM High School Shuttle - \$6.50/trip  
First/Second Period Shuttle to High School - \$13.00/trip  
Substitute Pay - Regular Route - \$41.21/trip; Special Education Routes - \$16.00/hr

Activity Trips -

\$33.00 minimum; hourly rate \$13.39. If a driver drives a special trip rather than his regular route, the first hour's pay shall be that of the regular route. Overnight trips will be paid \$300/night plus meal allowance.

## Responsibilities -

1. Drivers shall be responsible for keeping bus interior clean.
2. Drivers shall be responsible for cleaning lights, if needed.
3. Drivers shall be responsible for pre-trip inspection & other responsibilities as outlined in Board policy & Code of Iowa.

The district will pay the registration fee and provide a vehicle for transportation for drivers who register for the State School Bus Driver's Course supported by the Department of Education. In addition, a \$75 stipend will be paid to new drivers when the certificate of completion is awarded. A stipend of \$25 will be paid to a driver to re-certify. If selected for a random drug/alcohol test, the driver will be paid \$15.

Fringe Benefits - The district will pay the cost of the annual physical examination required by bus drivers up to the customary charge of the West Branch Family Practice Clinic - FICA, IPERS, and Worker's Compensation.

Leave Policy - as per Leave Policy for classified staff.

## **CUSTODIANS**

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260 days service including vacation – 8 hours per day

Base Pay (Probationary Period) - \$10.00/hour

Base Pay (No Experience) - \$14.51/hour

Substitute Custodians - \$10.00/hour

Snow Removal - Individual worker straight rate or time-and-a-half rate if overtime.

Custodians will be paid for the following holidays: Independence Day, Labor Day, Thanksgiving, Christmas Day, New Year's Day, one spring break day (during spring break week), Memorial Day and two half-days on Christmas Eve and New Year's Eve.

Leave policy as per Leave Policies for Classified Staff.

Health Insurance - Full cost of individual policy plus \$110 per month toward family coverage provided for 30-hour per week and over employees. The Board shall provide one-half of the premium cost for half-time employees.

Life Insurance - Coverage provided at \$20,000.

Uniform Allowance – A clothing allowance of \$125 will be paid on the July paycheck.

FICA, IPERS, Disability Insurance & Worker's Compensation.

Subject to the eligibility provisions of the insurance policy, all regularly employed classified staff are required to participate in the group long-term disability insurance coverage and the group term-life insurance policy.

Custodian Work Hours -

Year Round - 8 hours/day x 260 days = 2,080 hours

## NUTRITION

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Base Pay (Probationary Period) - \$10.00/hour

Base Pay (No Experience) - \$12.75/hour

Substitute Cooks - \$8.25/hour

Student Help - \$6.05/hour

184 days of service - 178 instructional days, 1 preparation day, 5 holidays.

Paid holidays include: Labor Day, Thanksgiving, Christmas, one spring break day and New Year's Day.

Additional services by regular employee will be reimbursed at the cook's hourly rate.

Uniform Allowance - \$50 will be paid on the September paycheck.

Leave Policy - as per Leave Policy for Classified Staff.

Health Insurance - Full cost of individual policy plus \$110 per month toward family coverage provided for 30-hour per week and over employees. The Board shall provide one-half of the premium cost for half-time employees.

Life Insurance - Provided for 30-hour per week and over employees - \$20,000.

Disability Insurance - Provided for 30-hour per week and over employees.

Subject to the eligibility provisions of the insurance policy, all regularly employed classified staff are required to participate in the group long-term disability insurance coverage and the group term life insurance policy.

FICA, IPERS, Worker's Compensation, Meal Allowance. Contracted employees who have lunchroom responsibilities will be eligible for a pro rata meal allowance based on the percent of salary paid by Nutrition.

Additional Service Policy –

\*At any time food is prepared in the South Hoover kitchen, at least one cook will be on duty. Unless work is being done on a volunteer basis, the employee will be reimbursed at his/her hourly rate.

\*An individual trained in the operation of the dishwasher must be on duty at the High School kitchen when the dishwasher is to be used.

## **OFFICE PERSONNEL**

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Base Pay (Probationary Period) - \$10.00/hour

Base Pay (No Experience) - Building Secretary - \$15.30/hour

Substitute Office Personnel - \$10.00/hour

Paid holidays include Labor Day, Thanksgiving, Christmas, one spring break day and New Year's Day. Central office staff will also receive Independence Day, Christmas Eve and Memorial Day.

Leave policy as per Leave Policies for Classified Staff.

Health Insurance - Full cost of individual policy plus \$110 per month toward family coverage provided for 30-hour per week and over employees. The Board shall provide one-half of the premium cost for half-time employees.

Life Insurance - Provided for 30-hour per week and over employees - \$20,000.

Disability Insurance - Provided for 30-hour per week and over employees.

Subject to the eligibility provisions of the insurance policy, all regularly employed classified staff are required to participate in the group long-term disability insurance coverage and the group term life insurance policy.

FICA, IPERS, Disability Insurance, Worker's Compensation, Meal Allowance.

## **MANAGEMENT STAFF**

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Vacations for year round classified staff are outlined in Board Policy 414.01. Leave policy as per Leave Policies for Classified Staff.

Year round management classified staff will be paid the following holidays: Independence Day, Labor Day, Thanksgiving, Christmas, New Year's Day and Memorial Day; two half-day paid holidays at Christmas Eve and New Year's Eve; plus one spring break day (during spring break week). The Nutrition Supervisor will be paid for 5 holidays.

Health Insurance – Year round management classified staff will receive full cost of health insurance to cover the employee's current family needs.

FICA, IPERS, Disability Insurance, Worker's Compensation, Life Insurance (\$40,000) and Meal Allowance.

Uniform Allowance (Transportation/Maintenance Personnel) - \$125 allowance will be paid on the July paycheck.



# Memorandum

**To:** Support Staff  
**Re:** Timecards

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The timecard (electronic and paper) serves two purposes:

1. To have documentation of hours worked for auditing purposes by the federal government in order to insure the district follows the Fair Labor Standards Act and Affordable Care Act.
2. To accurately compensate you for your time worked.
  - Support Staff Employees are required to punch in and out on time clocks located in respective buildings.
  - Employees should punch out during their unpaid lunch break.
  - **In the event that the system is down and you cannot punch in or out, the employee should record that day's hours on a paper timecard and turn that into central office.**
  - Extra hours beyond your contract and all overtime hours must have prior approval.
  - **PLEASE DESCRIBE ANY VARIATIONS FROM YOUR REGULAR HOURS IN AN EMAIL OR NOTE TO THE BUSINESS MANAGER.**
  - You must complete an Employee Absence Report/Request for Leave form for each absence from work.
  - Incomplete or late timecards and time records may result in a delayed paycheck.



**WEST BRANCH COMMUNITY SCHOOLS  
EMPLOYEE ABSENCE/REQUEST FOR LEAVE**

Name: \_\_\_\_\_ Absence Date(s): \_\_\_\_\_

Number of Days Absent: \_\_\_\_\_ Circle One: Full Day ¾ ½ ¼

If less than a full day absence, indicate departure and return times: \_\_\_\_\_

Building/Department: (circle one): Elementary Middle School High School  
Transportation Maintenance Nutrition Central Office

**Please check type of leave and fill in necessary information.**

\_\_\_\_\_ Personal Employee Illness – description \_\_\_\_\_

\_\_\_\_\_ Immediate Family Illness – description \_\_\_\_\_

\_\_\_\_\_ Personal – description \_\_\_\_\_

\_\_\_\_\_ Emergency (1 day maximum) – description \_\_\_\_\_

\_\_\_\_\_ Professional  
Conference/Meeting Title \_\_\_\_\_

\_\_\_\_\_ Bereavement – description \_\_\_\_\_

Immediate Family up to 5 days  
Close and/or Personal Relationship up to 3 days

\_\_\_\_\_ School Business Leave (circle one): Field Trip Staffing Other \_\_\_\_\_

\_\_\_\_\_ Vacation – description \_\_\_\_\_

\_\_\_\_\_ Unpaid Leave – description \_\_\_\_\_

\_\_\_\_\_ Jury Duty

\_\_\_\_\_ Adoption

\_\_\_\_\_ Paternity/Domestic Partner Leave \_\_\_\_\_

Substitute needed: Yes \_\_\_\_\_ No \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

**THIS FORM MUST BE COMPLETED FOR EACH ABSENCE FROM WORK**

Employee: Complete and give form to principal or supervisor.

Copy distribution: White – Central Office, Yellow – Building Office, Pink - Employee