



# ASSOCIATE STAFF HANDBOOK 2025-2026

## **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*

Dr. Marty Jimmerson, Superintendent of Schools  
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**West Branch Community School District**  
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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, 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, Dave Hlas, Elementary Principal, 148 North Oliphant St., West Branch, IA 52358, 319-643-7211, [dhlas@west-branch.k12.ia.us](mailto:dhlas@west-branch.k12.ia.us).

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## **ASSOCIATE STAFF HANDBOOK**

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To avoid misunderstanding from associate 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 Associate 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 410.01.

**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, 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:

### **Dissemination of Policy**

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.

Employment advertisements will contain assurance of equal employment opportunity.

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.

### **Implementation of Program**

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.

An Affirmative Action Plan will be reviewed and updated bi-annually.

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, 225 N. Maple 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, 2nd 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, will 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 will be made through the Office of the Superintendent of 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 email. The West Branch Community School District is an equal opportunity employer, and there will 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 60 work 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 will 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 associates 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 the Employee Absence Report/Request for Leave form.

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 associates after the employee completes the probationary period (if put on probationary status).

## SALARIES

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Salary or salary adjustment will 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.

## ORIENTATION

New hires will have 2 paid days of orientation/job shadowing.

## PERSONAL/EMERGENCY LEAVE

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(Board Policy 413.03)

**Personal Leave:** Each regularly employed school employee will 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 and upon finding a suitable substitute.

Personal leave will 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 up to three (3) unused personal days or receiving substitute pay for those unused days. No more than five (5) 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 413.02)

All associates are allowed sick leave as follows:

1. First Year of Employment ..... 12 Contract Days
2. Second Year of Employment ..... 12 Contract Days
3. Third Year of Employment ..... 13 Contract Days
4. Fourth Year of Employment ..... 13 Contract Days
5. Fifth Year of Employment ..... 14 Contract Days
6. Sixth and Subsequent Years of Employment ..... 14 Contract Days



If school is canceled prior to the regular start of the school day, the employee will not endure a loss of pay. Optional on-line training will be available. Pay won't be cut for any employee who takes advantage of on-line training.

**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 if requested by employer. 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 five (5) unused family illness days to be used the next contract year. No more than ten (10) days may be used in any given year

**If no more than one-half sick leave is used in a given year by an employee, then the employee may receive an additional personal day the following school 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.

## **BEREAVEMENT LEAVE**

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(Board Policy 404.05)

In case of necessary absence of a regular, full-time employee to attend or make arrangements for a funeral of a member of the employee's or spouse's immediate family (spouse, child, sister, brother, parent, guardian, grandparent or grandchild), such employee will be paid for scheduled time lost to and including the day of the funeral, but not to exceed five (5) school days.

Three (3) days per year of bereavement leave shall be granted for the purpose of attending the funeral of others where there is a recent, close and/or personal relationship. 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 whose decision shall be non-grievable.

## **FAMILY & MEDICAL LEAVE**

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(Board Policy 403.07)

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 410.04)

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 411.02)

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 411.03)

Classified employees may be eligible for group benefits as determined by the board and required by law. The board will select the group benefit program(s) and the insurance company or third party administrator which will provide or administer the program

In accordance with the Patient Protection and Affordable Care Act (ACA), the board will offer classified employees, who are expected to 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 utilize the applicable measurement period to determine whether variable hourly employees qualify for an offer of insurance coverage under the district's group health plan. 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 employees, 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 employees 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 employees (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 employees 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 employees' tax-sheltered annuity premiums purchased from a company or program if chosen by the board.

Classified employees 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 employee 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 employee 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 employees 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.

Classified employees may be eligible for group insurance benefits as determined by the board and required by law. The board will select the group insurance program and the insurance company which will provide the program. Since the district employees less than an average of

at least 50 full-time employees (including an equivalent for part-time employees), the district is not subject to the ACAs Employer Mandate.

Classified employees who are regularly scheduled to work at least 30 hours per week are eligible to participate in the group health insurance plan. Variable hourly employees are subject to the applicable measurement period as determined by the board. Regular part-time classified employees who wish to purchase insurance coverage may participate in group insurance programs by meeting the requirements of the insurer. Regular classified employees who wish to purchase insurance coverage for their spouse or dependents may do so by meeting the requirements of the insurer.

Classified employees and their spouse and dependents may be allowed to continue coverage of the school district's group health insurance program if they cease employment with the school district by meeting the requirements of the insurer.

This policy statement does not guarantee a certain level of benefits. The board will have the authority and right to change or eliminate group insurance programs for its classified employees.

## **EVALUATION**

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(Board Policy 410.06)

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 401.03)

Complaints of employees against fellow employees should be discussed directly between employees as appropriate for the nature of the complaint. Complaints should be made in a constructive and professional manner. Complaints should generally not be made in the presence of other employees, students or outside persons.

If the complaint cannot be resolved, the employee may discuss the matter with their immediate supervisor. If the matter cannot be resolved within 5 days of speaking with the immediate supervisor, the employee may discuss it with the principal within 5 days of the supervisor's decision. If the matter cannot be resolved by the principal, the employee may discuss it with the superintendent within 10 days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the employee may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy. The board retains discretion as to whether to consider or take action on any complaint.

This policy is designed to create an appropriate process for pursuing general employee complaints. However, employees wishing to address a complaint on a topic with a more specialized procedure such as master contract grievances, or bullying or harassment claims should follow the appropriate process set forth in the master contract, employee handbook or other board policies specific to that topic.

## **COMPLAINT PROCEDURE**

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(Board Policy 401.04)

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 404.08)

Unpaid leave may be available as an accommodation to an employee with a disability or in unique and exceptional situations to an employee without a medical need. Employees must meet the requirements outlined in this policy to qualify for and request an unpaid leave of absence.

### **1. Unpaid Leave of Absence Available for Non-Medical Reason**

Employees may be granted up to two (2) days of unpaid leave per school year, which shall be used in a single instance. These unpaid leaves are available for employees to use in a unique and exceptional situation that necessitates taking the leave. Whether a situation is unique and exceptional will be in the sole discretion of the Superintendent. Employees may be required to provide proof of the nature of the leave.

### **2. Unpaid Leave of Absence As Accommodation for Disability**

Employees may be granted an unpaid leave of absence for a finite period of time as an accommodation for their disability. An employee requesting an unpaid leave of absence as an accommodation for their disability must provide appropriate documentation from their health care provider justifying the need for the leave.

For an employee who is eligible for Family Medical Leave Act (FMLA) leave and requires a leave of absence for more than the time the employee has available through the FMLA, the district may grant a finite period of extended leave for up to an additional eight (8) weeks. This extended leave will run at the conclusion of the employee's FMLA leave. This could result in an employee receiving twelve (12) weeks of FMLA leave and up to an additional eight (8) weeks of extended leave, for a total of twenty (20) weeks, in a 12-month rolling period.

For an employee who is not eligible for FMLA leave but requires a leave of absence for an extended period of time, the district may grant a finite period of extended leave for up to eight (8) weeks. This could result in an employee receiving up to eight (8) weeks of extended leave in a 12-month rolling period.

Any employee who is on an extended leave of absence, as outlined above, is required to use any paid leave available to them prior to utilizing unpaid leave under this policy. In other words, if the employee has paid leave available, paid leave will be used in lieu of unpaid leave during the extended leave for up to an additional eight (8) weeks and the applicable paid leave policies apply. If the employee has no paid leave available, this leave will be characterized as an unpaid leave and this policy will apply.

The employee's job will not be held open after the conclusion of FMLA leave and during the extended leave. At the end of the extended leave, the district will grant the employee reinstatement to an available open position for which the employee is qualified if the employee is able to perform the essential functions of the available open position with or without reasonable accommodation.

If, at the end of the extended leave, there are no available open positions which the employee is qualified to perform or if, because of illness or injury, an employee is still not able to return to employment because they are unable to perform the essential functions of any available open positions, either with or without reasonable accommodation, the employee shall be separated from employment unless the employee still has paid time off available. Once any remaining paid time off is exhausted, if there are no available open positions which the employee is qualified to perform or if because of illness or injury an employee is still not able to return to employment because they are unable to perform the essential functions of any available open positions, either with or without reasonable accommodation, the employee shall be separated from employment.

The employee will be responsible for paying the total cost of the health insurance premiums on any health insurance coverage, including supplemental life and dental insurance, the employee or the employee's family is receiving through the district during an extended unpaid leave of absence. The district will not provide insurance opt-out contributions while an employee is on extended leave. The employee will not accrue additional leave time during the extended unpaid leave of absence. This paragraph does not apply to a 2-day unpaid leave of absence as outlined above, and only applies to an extended leave of absence.

### **3. General Provisions Applicable to All Unpaid Leave**

Employees may only take an unpaid leave once all available paid leave has been exhausted. Employees will not be allowed to take unpaid leave if they have paid leave available to them.

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 absence for reasons other than personal illness, and the reason for the absence shall be factors in permitting or denying the unpaid leaves.

Any absence beyond the period of leave outlined above or in any other District policy is considered an unapproved absence. An employee who has an unapproved absence will be subject to disciplinary consequences, up to and including termination of employment.



If there is any law or provision that requires the district to grant leave beyond that provided in this policy based on the facts in a particular case the district will follow the requirements of that law.

## **RESIGNATIONS**

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(Board Policy 412.01)

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 412.03)

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 412.04)

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

## **JURY DUTY**

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(Board Policy 404.06)

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. Associates, who are asked to supervise students during their paid break or lunch break will be compensated with a paid lunch break. Timecards should be filled out accordingly.

## **MILITARY LEAVE**

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(Board Policy 404.07)

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.

## **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, 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

**2025-2026**

<b>PAY DAY</b>	<b>PAY PERIOD</b>	<b>TIME CARD DEADLINE</b>
July 18	July 1- July 5	July 11
August 20	July 6 – August 2	August 8
September 19	August 3 – August 30	September 5
October 20	August 31 – September 27	October 10
November 20	September 28 – October 25	November 7
December 19	October 26 – November 29	December 5
January 20	November 30 – December 27	January 9
February 20	December 28 – January 31	February 6
March 13	February 1 – February 28	<b>March 4</b>
April 20	March 1 – March 28	April 10
May 20	March 29 – May 2	May 8
June 19	May 3 – May 30	June 5
June 30	May 31 – June 30	June 30

## ASSOCIATE SALARY SCHEDULE

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**2025-2026**

### Support Staff Salary Schedule 2025-26

	<b>C - Para</b>	<b>E - Cert Assoc</b>
<b>Step</b>	\$16.00	\$17.25
<b>1</b>	\$16.31	\$17.57
<b>2</b>	\$16.47	\$17.75
<b>3</b>	\$16.64	\$17.92
<b>4</b>	\$16.80	\$18.10
<b>5</b>	\$16.97	\$18.28
<b>6</b>	\$17.14	\$18.47
<b>7</b>	\$17.31	\$18.65
<b>8</b>	\$17.49	\$18.84
<b>9</b>	\$17.66	\$19.03
<b>10</b>	\$17.85	\$19.23
<b>11</b>	\$18.03	\$19.42
<b>12</b>	\$18.21	\$19.62
<b>13</b>	\$18.39	\$19.81
<b>14</b>	\$18.57	\$20.01
<b>15</b>	\$18.76	\$20.21
<b>16</b>	\$18.94	\$20.40
<b>17</b>	\$19.13	\$20.60
<b>18</b>	\$19.32	\$20.81
<b>19</b>	\$19.51	\$21.02
<b>20</b>	\$19.72	\$21.24
<b>21</b>	\$19.92	\$21.45
<b>22</b>	\$20.12	\$21.67
<b>23</b>	\$20.32	\$21.88
<b>24</b>	\$20.52	\$22.10
<b>25</b>	\$20.72	\$22.32
<b>26</b>	\$20.93	\$22.55
<b>27</b>	\$21.14	\$22.77
<b>28</b>	\$21.35	\$23.00
<b>29</b>	\$21.56	\$23.23
<b>30</b>	\$21.78	\$23.46

#### **Probation period 60 work days**

Paraprofessionals \$16.00

Certified Paraprofessionals \$17.25

## ASSOCIATES

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Base Pay (No Experience) - \$16.00/hour

Certified Associate Base Pay (No Experience)- \$17.25

Substitute Associates - \$14/hour

183 days of service (includes 172 instructional days, 6 professional development days plus 5 paid holidays - Labor Day, Thanksgiving, Christmas, one spring break day, and New Year's Day) (36 early out days and 136 full instructional days, 6 full professional development days). Associates will be required to attend professional development on early out days when asked to attend by the district.

All new associates and new certified associates will be on a 60 work day probationary period. During this time, their hourly rate will be \$16.00/hour for associates and \$17.25 for certified associates no matter what experience they may have, and will not receive any benefits until their probationary period has ended and they have been approved as a full-time employee.

Leave policy as per Leave Policies for Classified Staff.

Associates will get paid if we have early out or late start for weather or any other uncontracted reason.

If the board forgives contracted days for certified staff, those same days will be forgiven 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.



# 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.