



**BURLINGTON COMMUNITY SCHOOL DISTRICT**

1429 West Avenue  
Burlington, IA 52601

**BENEFITS HANDBOOK FOR  
MEET & CONFER STAFF**

Revised June 2024

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## **Introduction**

The purpose of this handbook is to provide specific information to the employees of Burlington Community School District not covered under a Collective Bargaining Agreement concerning policies related to employment matters, professional development, evaluation processes, leaves of absence, insurance benefits, holidays and vacations.

## **Notice of Nondiscrimination**

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It is the policy of the Burlington Community School District not to discriminate or exclude on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. The policy of the District shall be to provide educational programs and opportunities for students as needed on the basis of individual interests, values, abilities and potential and that no student shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination in the District's programs based on these factors.

It is the policy of the District to provide a free appropriate public education to each disabled student regardless of the nature or severity of the disability. It is the intent of the District to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act or who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act are identified, evaluated, and provided with appropriate educational services. Due process rights of disabled students and their parents will be enforced.

Inclusion of minority and disabled students shall occur throughout the District's programs. In order to monitor compliance and progress, District, attendance center and course enrollment data shall be collected on the basis of race, national origin, gender and disability.

Inquiries regarding compliance with equal educational opportunities shall be directed to the Director of Curriculum or the Director of Human Resources who shall be the District's compliance officers. Inquiries regarding compliance with equal education opportunities for disabled students shall be directed to the Director

of Curriculum. Inquiries regarding compliance with equal employment opportunities shall be directed to the Director of Human Resources.

*For Educational Programs:*

Cory Johnson, Director of Curriculum

Cory.Johnson@bcsds.org

(319) 753-6791 x1412

*For Employment:*

Laci Johnson, Director of Human  
Resources

Laci.Johnson@bcsds.org

(319) 753-6791 x1404

## **Anti-Bullying/Anti-Harassment Policy**

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The Burlington Community School District is committed to providing all students and staff with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the State and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

The full Policy and Procedures can be found in Board Policy 400.3.

## **Open Door Policy**

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Burlington Community School District maintains an open-door policy. Any employee may approach any of the administrative staff on an as-needed basis to address questions, concerns, problems, or other matters. Our expectation is that employees will use good judgment and communicate in a professional manner. In most cases, it would be appropriate for employees first to address questions or concerns with their direct supervisor and then follow up with higher management as needed, taking concerns up to the most senior level of management if necessary. Employees are also encouraged to discuss problems with a Human Resources representative at any time.

The full Policy and Procedures related to Employee Complaints can be found in Board Policy 400.4.

## **Iowa Ombudsman's Notice**

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The Iowa Ombudsman's Office has the authority to investigate complaints regarding administrative actions of any government Agency in Iowa under Chapter 2C of Iowa Code. The Office of the Ombudsman can be reached at (888) 426-6283. Additional information is available at

<https://www.legis.iowa.gov/Ombudsman/>

## Reporting Abuse of a Student

It is the policy of the Burlington Community School District that school employees not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

It is the policy of the Burlington Community School District to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information, and to maintain the confidentiality of the reporting and investigating process.

The Burlington Community School District has appointed level-one investigators and alternates, and has arranged for or contracted with a trained, experienced professional to serve as the level-two investigator.

The full policy and procedures can be found in Board Policy 507.9

Reports of suspected abuse of a student by a District employee should be made to a Level One Investigator.

### *Level One Investigator*

Laci Johnson, Director of Human Resources

Laci.Johnson@bcsds.org

(319) 753-6791 x1404

### *Alternate Level One Investigator*

Cory Johnson, Director of Curriculum

Cory.Johnson@bcsds.org

(319) 753-6791 x1412

### *Level Two Investigator*

Premier ED Leader Resources LLC

(515) 249-3309

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Reports of suspected abuse of a student, child, or dependent adult by someone other than a District employee should be made to the Iowa Department of Human Services.

**Iowa DHS Child Abuse Hotline  
1-800-362-2178**

**If you believe the child is in imminent danger, CALL 911 immediately.**

**Tobacco-Free Environment**

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No smoking or use of smokeless tobacco products will be permitted in District buildings, at Bracewell Stadium, on District grounds or in District vehicles at any time. Notices to this effect will be displayed in buildings and vehicles.

It shall be the responsibility of all school personnel to abide by this policy and to enforce the policy. If, after being asked to abide by this policy, a visitor fails to comply, the visitor will be asked to leave District property. District personnel failing to abide by the policy shall be subject to disciplinary actions.

The full Policy and Procedures can be found in Board Policy 800.1.

**Employee Assistance Program**

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The District participates with an employee assistance program through our association with National Insurance Services. They provide counseling and other services related to Depression, Stress Management, Anxiety, Marital Difficulties, Relationship Problems, Family Conflict, Alcohol or Drug Addictions, Financial or Legal Concerns, Parenting Concerns, Problem Gambling, Eating Disorders, Eldercare, and Childcare.

These services are provided at no cost to the employee and are confidential. If you have further questions please contact the Director of Business Services or the District Benefits Coordinator.



**EAP services are available to  
you two ways:**  
Phone: 866.451.5465  
Online: [www.niseap.com](http://www.niseap.com)

If staff members are concerned about a colleague, they are encouraged to address it with the colleague first. If a more urgent concern arises, it should be reported immediately to an administrator and/or District Mental Health Professional.

## **Vision, Mission and Goals**

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### **MISSION**

Inspiring and challenging students through diverse opportunities

### **VISION**

The Burlington Community School District strives to have a profoundly positive impact on each student's adult quality of life brought about by the students' individual and collective educational experiences.

### **VALUES AND PRIORITIES**

Quality Core Instruction

Culture of Mutual Respect and Learning

Effective and Efficient Operations

Collaboration

### **GRAYHOUND Exit Outcomes**

The Burlington Community School District supports all students achieving skills and abilities to become productive citizens in the communities in which they live. This includes academic goals, social competencies, employability skills, problem solving skills, and technology skills. These skills (listed on the next page) are a guide for teachers and students in determining projects and areas of focus at various grade levels.

## **Insurance**

The District makes group health benefits available to eligible employees and their family members. Eligible members are full time or part time employees who are contracted thirty (30) hours or more per week. Health benefits are paid in part by the district. The remainder of the cost is the employee's responsibility. The District also provides other employer paid and voluntary benefits. Employees can receive details about benefits provided, contribution rates and eligibility from the Insurance Coordinator, ext. 1408.

There will be no cash paid in lieu of insurance coverage.

### **Exempt Secretarial/Clerical Staff**

The District makes group health benefits available to eligible employees and their family members. Eligible members are full time or part time employees who are contracted thirty (30) hours or more per week. Health benefits are paid in part by the district. The remainder of the cost is the employee's responsibility. The District also provides other employer paid and voluntary benefits. Employees can receive details about benefits provided, contribution rates and eligibility from the Insurance Coordinator, ext. 1408.

There will be no cash paid in lieu of insurance coverage.

### **Maintenance Staff**

The District makes group health benefits available to eligible employees and their family members. Eligible members are full time or part time employees who are contracted thirty (30) hours or more per week. Health benefits are paid in part by the district. The remainder of the cost is the employee's responsibility. The District also provides other employer paid and voluntary benefits. Employees can receive details about benefits provided, contribution rates and eligibility from the Insurance Coordinator, ext. 1408.

There will be no cash paid in lieu of insurance coverage.

## Professional Services Staff

The District makes group health benefits available to eligible employees and their family members. Eligible members are full time or part time employees who are contracted thirty (30) hours or more per week. Health benefits are paid in part by the district. The remainder of the cost is the employee's responsibility. The District also provides other employer paid and voluntary benefits. Employees can receive details about benefits provided, contribution rates and eligibility from the Insurance Coordinator, ext. 1408.

There will be no cash paid in lieu of insurance coverage.

## **Workers Compensation**

The District utilizes a Designated Physician Program through Great River Business Health for all workers compensation related matters. Any work related injuries need to be reported to your supervisor or a district nurse within 24 hours of the injury. If medical treatment is required, the district will schedule an appointment with the designated physician.

## **Hours of Work**

### **Exempt Secretarial/Clerical Staff**

- A. The regular workweek for each full-time employee shall consist of five consecutive days of between seven and one-half (7½) to eight (8) hours. Total weekly hours to be between 37½ and 40. The consecutive days and hours may not apply to some employees with the understanding their hours must be flexible in order to meet the specific responsibilities of those particular positions.
- B. Employees working seven and one-half (7½) hours or more per day shall be provided a sixty minute (60) duty free lunch period each day without compensation.
- C. Employees working continuously three or more hours before noon shall be provided with one scheduled fifteen (15) minute break before noon each working day.
- D. Employees working continuously three or more hours after noon shall be provided with one scheduled fifteen (15) minute break after noon each working day.
- E. The scheduling of lunch periods and breaks shall be determined by each employee's immediate supervisor or designee.
- F. Overtime  
All work performed in excess of forty (40) hours per week shall be overtime and shall be paid at the rate of time and one-half of the employee's regular straight time hourly rate.

G. Compensatory time may be accumulated at time and one-half when agreed to by the employee and immediate supervisor. No use of compensatory time may exceed forty (40) hours in any one week.

#### Maintenance Staff

- A. The regular workweek for each full-time employee shall consist of five consecutive days of eight (8) hours. Total weekly hours equal 40. The consecutive days and hours may not apply to some employees with the understanding their hours must be flexible in order to meet the specific responsibilities of those particular positions.
- B. Regular working hours are 7:00 a.m. to 4:00 p.m. with a sixty (60) minute duty free lunch period each day without compensation. During the summer months the working hours are 7:00 a.m. to 3:30 p.m. with a thirty (30) minute duty free lunch period each day without compensation.
- C. The scheduling of lunch periods and breaks shall be determined by each employee's immediate supervisor or designee.
- D. Overtime - All work performed in excess of eight (8) hours in any one (1) day or forty (40) hours in any one (1) week shall be overtime and shall be paid at the rate of time and one-half of the employee's regular straight time hourly rate. Any overtime must be authorized in advance by the Supervisor of Buildings and Grounds.
- E. Call Back - Employees who have completed their regular daily hours and have left the premises and are later called back to perform additional work shall be given the minimum of three (3) hours of work at their regular straight time rate or, if applicable, overtime rate. The same language applies to emergency callbacks.

## **Evaluation**

All employees shall be formally evaluated by the immediate supervisor or designee. New employees will be evaluated at least once during the first 12 months of employment and then will be scheduled for formal evaluation at least once every three years. Any employee may receive additional evaluations any time during their employment with the District.

### **Administrative Staff**

Administrators shall be involved in a continual process of evaluation. Board Policy #303.6 addresses administrator evaluations.

The primary purpose of evaluation is to provide each administrator a basis for reaching the highest possible performance goals and to render the most effective leadership and service to the school district. Evaluation is also useful in determining whether or not an administrator is reaching personal and/or school district performance expectations. Results may be used in determining administrative assignments and contractual recommendations.

## **Leave of Absence**

Leave days will be prorated for extended days of leave without pay and for shortened terms of employment.

Absences are to be recorded electronically in the Aesop system by employees whenever absent from duty and approved by the immediate supervisor.

### **A. Personal Illness or Injury**

Employees shall be entitled to allowance of full salary for reason of illness or personal injury not to exceed in the aggregate the following:

- 180 to 202 Day Schedule - 15 Days per Year
- 203 to 220 Day Schedule - 17 Days per Year
- 221 to 12-Month Schedule - 20 Days per Year

Personal illness or injury leave may accumulate commensurate with the length of the employee's schedule of total days worked for a maximum of 260 days.

The Employer may require a doctor's statement confirming an illness. In cases involving worker's compensation, no individual shall receive more in payment during a period of disability than their total current salary.

An administrator who is unable to work because of personal illness or disability, and who has exhausted all sick leave available, shall be granted a leave of absence without pay for the current contracted year, and not to extend beyond one subsequent semester. The employer may require such reasonable evidence as it may desire confirming the necessity of each absence.

### **B. Family and Medical Leave**

Employees of the District are entitled to unpaid family and medical leaves to the same extent and subject to the same terms and conditions as set forth in the Family Medical Leave Act of 1993 and the regulations implementing the Act. The district requires that accrued personal illness and injury leave be substituted for unpaid FMLA leave. The two leaves will run concurrently as long as you have both available.



## C. Personal Leave

### Administrative Staff

Personal leave of two (2) days per year with pay. Requests are to be made to the administrator's immediate supervisor at least three (3) days in advance of anticipated absences if possible. One personal day may be used each year without prior notice given.

Administrators may carry over two (2) unused personal days to the following year. At no time shall the accumulated days exceed five (5) days in any given school year.

### Exempt Secretarial/Clerical Staff

Upon notification to the immediate supervisor by noon of the preceding day, each regular, full-time employee shall be authorized two (2) days of personal leave during each school year. Both leave days per school year shall be with pay. Personal leave shall not be granted the first or the last work day in a school year.

Personal leave may not be taken the day prior to or following any vacation, holiday, or recess period except by authorization of the superintendent or designee. Two (2) personal days may be carried over to the following year. At no time shall the accumulated days exceed four (5) days in any given school year.

### Maintenance Staff

Upon notification to the Supervisor of Buildings and Grounds by noon of the preceding day, each full-time contracted employee may be granted two (2) days of personal leave per year with full pay. Said leave is to be approved by the Supervisor of Buildings and Grounds.

Personal days cannot be granted on days immediately preceding or following any holiday, unless the day immediately preceding or following is not a teacher or student contract day. Two personal days may be carried over to the following year. At no time shall the accumulated days exceed four (5) days in any given school year.

### Professional Services Staff

Personal leave of two (2) days per year with pay. Requests are to be made to the employee's immediate supervisor at least twenty-four (24) hours in advance of anticipated absences. One personal day may be used each year without prior notice

given. Two personal days may be carried over to the following year. At no time shall the accumulated days exceed four (5) days in any given school year.

Personal leave may not be taken the first or last week of school or the day prior to or following any vacation, holiday, or recess period except by authorization of the superintendent or designee.

#### D. Jury and Legal

Employees called for jury service, or subpoenaed in a civil or criminal court proceeding on a matter related to their employment with the District, shall be permitted to be absent from duties. A copy of the pay received for jury or witness service, except travel expense, shall be remitted to the District. In order to receive payment, the employee must give at least two days' prior notice of the summons for service or subpoena, and must furnish satisfactory evidence that such service was performed on the days for which payment is claimed. An employee not required to perform duty all day shall return to work.

#### E. Illness in the Family

Up to five (5) days of leave per year shall be granted in the event of a serious illness of a full-time or regular part-time employee's husband, wife, child, father, mother, brother, sister, grandmother, grandfather, grandchild, foster parent, foster child, step parent, step child, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, or sister-in-law, and may be granted in the case of any other member of the immediate household.

The birth of a child can be considered illness in the family insofar as the father is concerned. Therefore, this leave provision can be used by the father so long as the mother is confined to the hospital as a result of pregnancy complications or for the actual birth.

The Employer may require such reasonable evidence as it may desire confirming the necessity of each absence.

Administrative/Exempt Secretarial/Clerical/Maintenance & Professional Services Staff

If the need arises for more illness in the family leave, an employee may request up to five (5) of their own Personal Illness and Injury days be transferred to their Illness in Family bank, if all days are exhausted. Under special circumstances, the Superintendent or designee may grant additional days. This will be reviewed on a case by case basis. Any requests must be submitted to and approved by the Superintendent or designee.

The Employer may require such reasonable evidence as it may desire confirming the necessity of each absence.

F. Death in the Family

Up to five (5) days of leave shall be granted at any one time for a maximum of ten (10) days per year in the event of the death of an employee's husband, wife, child, father, mother, brother, sister, grandmother, grandfather, grandchild, foster parent, foster child, step parent, step child, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, or sister-in-law, and may be granted in the case of any other member of the immediate household.

G. Funeral

To attend a funeral of one other than the family, a maximum up to one (1) day's leave per year may be granted with full pay for all regular full-time employees. If this absence is to be more than a day, it must be recommended by the immediate supervisor and approved by the superintendent or designee and full deduction will be made. Application for permission to attend the funeral shall be made in advance to the immediate supervisor or designee.

Where possible, time off to attend such a funeral shall be minimized to the extent necessary to attend the funeral and services. This leave may be used in hourly increments with the approval of the employee's immediate supervisor.

H. Emergency Leave

Each regular full-time twelve (12) month employee may be granted three (3) days of emergency leave per year (non-cumulative) with pay, over and above those days

included under "Personal Leave". Said leave to be upon the recommendation of the immediate supervisor, with the approval of the superintendent or designee. All other regular full-time employees who work less than twelve (12) months may be granted two (2) days emergency leave.

Emergency leave will not be approved because of locally inclement weather, if the schools are open and operating. "Locally" shall be defined as "within a twenty-five (25) mile radius of Burlington".

#### I. Leaves of Absence (Without Pay)

A leave of absence without pay may be granted in case of emergencies, for personal reasons or education. Terms and conditions of each request are reviewed by the Employer and are based on the merits of each individual case.

#### J. Personal Illness Transfer

When, due to a long-term, life threatening personal or family illness or injury, an employee depletes all available paid leaves, said employee may request a transfer of personal illness and injury leave days from other District employees in the Meet & Confer group. For the purpose of this paragraph, family is defined as father, mother, husband, wife, brother, sister, child, custodial step child, and custodial grandchild.

Upon receipt of such a request and upon approval by the superintendent, employees may voluntarily donate up to a maximum of two personal illness or injury leave of absence days from their accumulated personal illness or injury leave to the employee who has exhausted his/her leave options. This language shall not, however, establish a permanent, district-wide sick days bank.

Employees can make one request for donation of personal illness or family illness or injury transfer no more than once every three years. The employee requesting the donated leave may receive up to twenty (20) days to be used as personal or, for the purpose of this paragraph, family illness leave. Upon recuperation from a personal illness or injury, or upon the recuperation or death of a family member, the unused donated days shall be returned to the employee who donated them. Donated days can be used throughout the remainder of the current school year on a first in-first out basis.

In the case of child birth:

-If an employee has less than 20 days of paid leave available, they may request donated days for a maximum of 20 days.

The superintendent or their designee shall make the final decision on all requests that are submitted. The Department of Human Resources shall track the transfer of such leave days from one employee to another, if approved.

To request donated days, you must have worked for the district for at least one calendar year.

The District may require diagnostic evidence to support the request for such additional days.

## **Vacation** **(12-month employees, excluding Administrators)**

When a full-time 12-month employee is employed 6 months or longer during a school year, earned vacation will be pro-rated through June 30 of the current year. On July 1 employees will start their second year of employment for the purpose of determining vacation entitlement.

When a regular full-time 12-month contracted employee is employed less than 6 months, earned vacation will be pro-rated through June 30 of the current year. On July 1 employees will start their first year of employment for the purpose of determining vacation entitlement.

All full-time 12-month employees will receive the following vacations:

- A. The first year through the fourth year of employment, employees are entitled to ten (10) working days' vacation.
- B. Beginning with the fifth full year of employment and continuing through the ninth full year of employment, employees are entitled to fifteen (15) working days' vacation.

- C. Beginning with the tenth year of employment and continuing through all future years of full employment with the school district, employees are entitled to twenty (20) working days' vacation.
- D. Vacation shall be taken no later than the year following the year in which it is accrued.
- E. Upon termination of employment, employees may be paid for unused vacation of up to a maximum of one year's accrual. If an employee leaves employment during the contract year, vacation leave for that year may be prorated based on the number of contract days worked.

### **Vacation (12-month Administrators)**

Twelve (12) month administrators who are employed on a 260-day contract earn twenty (20) vacation days per year.

The district encourages the annual use of vacation. However, up to twenty (20) days of vacation may be carried over into the next year. Any vacation carried over from the previous contract year must be used by June 30 of the present contract year or be forfeited as of June 30. Upon termination of employment, administrators may be paid for unused vacation of up to a maximum of one year's accrual. If an administrator leaves employment during the contract year, vacation leave for that year may be prorated based on the number of contract days worked.

Principals on 260-day contracts may not use vacation leave on days when classes are in session unless extenuating circumstances exist and permission is granted by the Superintendent of schools.

## **Holidays (12-month employees)\***

Regular full-time twelve (12) month employees are eligible for a total of 16 paid holidays to include the following:

### **2024-2025 School Year**

July 4th  
Labor Day  
Thanksgiving  
Friday after Thanksgiving  
December 24th  
Christmas Day  
December 26th  
December 27th  
December 30th  
December 31st  
New Year's Day  
January 2nd  
January 3rd  
Good Friday  
Memorial Day  
Juneteenth (observed)

Each year, prior to June 1, Central office will determine the holiday schedule for the upcoming school year and will communicate the holiday calendar to all impacted employees no later than June 15.

Employees scheduled to work days designated as holidays by their department will be granted other days during the current school year as "Floating" holidays. Employees will be responsible for communicating these Floating holidays to their supervisor/manager and the Human Resources Time Management system so they may be properly documented. Three (3) days may be used at floating holidays. Floating holidays may only be taken on days where a substitute is not required.

\*Employees working less than 12 months will follow holidays as established by the school calendar.

## **Physical Examination**

All employees are required to file, with the Board of Education, at the beginning of service a written report of a medical examination by a physician certifying that such employee has the fitness to perform the tasks assigned. The bill for the physical must be submitted to the employee's insurance carrier.

With a copy of the bill for the physical and Explanation of Benefits (E.O.B.), the Board will reimburse costs associated with the physical not to exceed \$250.

Trained asbestos removal employees are required by law to have an annual physical.



## **Professional Development**

The board encourages all district employees to continue professional development. Employees shall participate in job-related learning experiences and may attend appropriate professional meetings at the local, area, state and national level with recommendation by the employee's immediate supervisor and prior approval from the Director of Human Resources.

Travel and related expenses incurred while attending professional meetings according to rates as established by the board. Prior recommendation of your immediate supervisor and approval by the Director of Human Resources must be obtained for out-of-district travel.

For Administrators, the district shall pay:

- A. Professional dues for each administrator to state and/or national professional administrator organizations related or associated with their assigned professional duties, as approved by the administrator's supervisor.
- B. Travel and related expenses incurred while attending professional meetings according to rates as established by the board. Travel to out-of-state meetings will be by coach airfare. If personal car is allowed, reimbursement will be airfare or mileage, whichever is less.
- C. Original itemized receipts must be turned in for reimbursement. Credit card receipts for meals will not be reimbursed.

## Compensation

### Compensation and Salary Basis (Board Policy No. 403.1)

The Board of Directors shall establish salary schedules and rates of pay for the positions in the District. Salaries for employees with exclusive bargaining representatives shall be negotiated with their certified bargaining representatives in accordance with law.

Unless a collective bargaining agreement prohibits it, the superintendent may deny a salary increase or increment advance to any employee for good cause.

**Salary Basis.** The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as a bona fide executive, administrative, professional and outside sales employees. The FLSA also exempts certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$684 per week. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations.

### Pay Period

Pay day is the twenty-fifth day of the month except on those days in which the twenty-fifth of the month falls on the weekend or holiday. The payroll is then distributed on the last previous working day.

### Mileage

The board shall pay for mileage upon submission of the proper claim form at mileage rates as determined by the board. This mileage is for job related travel within and outside of the school district when using a personal car. Travel from home to place of employment is not included in mileage reimbursement. Actual mileage will be reimbursed as verified by a daily log.

### Starting & Ending dates of those working less than 260 days

These dates shall be determined by the superintendent on a year-to-year basis after official school calendars have been developed and approved by the board.

### Auto

The board, through Employer's Mutual Casualty Company, policy 4E00113, provides protection for each employee using their automobile on employers' business, \$100 thousand each person, \$500 thousand each occurrence for bodily injury and \$100 thousand for property damage each occurrence. The amounts are in addition to the required \$100/300 thousand, which must be carried by the employee in order for the school insurance to provide full coverage.

## **Maintenance**

### Prescription Safety Glasses

The District shall pay a maximum of \$150.00 for prescription safety glasses no more than once every two years when required for an employee and with advance approval of the Supervisor of Buildings and Grounds.

### Required Safety Clothing (Coveralls)

The District shall reimburse a maximum of \$100 for the purchase of coveralls for the bus mechanics no more than once every two years with advance approval of the Supervisor of Transportation.

### Uniform Allowance

The District shall reimburse a maximum of \$100 for the purchase of District logo apparel once every two years with advance approval of the Supervisor of Buildings & Grounds.

### Job Classification Fill-Ins

If an employee in a lower paid classification is asked to substitute for an employee in a higher paid classification for a period of fifteen (15) working days or longer, that employee will be paid at the rate of the employee in the higher paid classification.

## Appendix A

### Administrator

The term "administrator" as used in this handbook shall include all of the following positions:

- Elementary Principal
- Intermediate School Principal
- Intermediate School Associate Principal
- Middle School Principal
- Middle School Associate Principal
- Middle School Dean of Students
- Senior High Principal
- Senior High Associate Principal
- Senior High Dean of Students
- Director of Business Services
- Director of Curriculum Instruction/Education Programs
- Assistant Director of Curriculum
- Director of Human Resources
- Supervisor of College & Career Programs
- Supervisor of Buildings and Grounds
- Supervisor of Food Service & Technology
- Supervisor of Grants and Community Outreach
- Supervisor of Transportation
- Athletic Director

### Length of Contracts

With the exception of the Intermediate Associate Principal, Middle School Dean of Students, Senior High Dean of Students and Elementary Principals hired before July 1, 2015, all district administrators shall have 260-day contracts. Elementary Principals hired before July 1, 2015 and the Intermediate Associate Principal shall have 213-day contracts and will not be eligible for vacation days as outlined in this handbook, unless indicated otherwise in their employment letters or contracts, provided by the District.

The Middle School and Senior High Dean of Students shall have 203-218 day contracts and will not be eligible for vacation days as outlined in this handbook, unless indicated otherwise in their employment letters or contracts, provided by the District.

## **Appendix B**

### **Professional Services Staff**

The term "professional services staff" as used in this handbook shall include all of the following positions. The number of work days for each employee shall be communicated in each individual's annual employment letter:

- Behavior Interventionist
- Club M Match Coordinator
- Community Relations Coordinator
- Early Childhood Center Site Supervisor
- Early Childhood Center Child Care Professional
- Food Service Manager
- Licensed Mental Health Counselor for Students/Staff
- Licensed Practical Nurse
- Medicaid Coordinator
- Network Specialist
- Resilient Communities Liaison
- Special Education Student Support Professional
- Student Success Advocate
- Social Services Specialist
- TAP Assistant
- TAP Coordinator
- Tech Applications Specialist
- Tech Support Specialist
- Technology Supervisor
- 21st Century Grant Secretary
- 21<sup>st</sup> Century(PiECES) Site Coordinator

## **Appendix C**

### **Exempt Secretarial/Clerical Staff**

The term "exempt secretarial/clerical staff" as used in this handbook shall include all of the following positions. Each of these employees, shall be regular, full-time employees, unless indicated otherwise in their employment letters, provided by the District:

- Executive Assistant for Superintendent of Schools
- Accounts Payable
- Insurance
- Payroll
- Purchasing
- Data Specialist
- Registrar
- Secretary for Activities Department
- Secretary for Buildings & Grounds
- Secretary for Director of Curriculum
- Secretary for Food Service
- Secretary for Technology
- Secretary for Human Resources
- Secretary for Special Services
- Secretary for Transportation
- Administrative Assistant to the High School Principal
- Secretary to the VIBE Principal
- Secretary/Receptionist

## **Workplace Expectations**

It is the school district's expectation that all employees maintain professional working relationships and an environment that encourages mutual respect and collaboration among employees, students, and the public. Therefore, all employees are expected to comply with the following workplace expectations. Failure to abide by these expectations may result in discipline up to and including termination.

### Category 1: Performance Expectations

1. Successfully perform assigned job duties consistent with state and school district standards.
2. Demonstrate professionalism by coming to work well-groomed and dressed in a professional manner, including the display of district identification, appropriate to the work environment.
3. Provide accurate and complete information when required by the school district.
4. Stay focused on assigned responsibilities, be productive, and use all available time to accomplish expected work tasks. Personal business should be accomplished outside of work time and/or during scheduled time off.
5. Follow the direction of supervisors/designees.

### Category 2: Compliance with District Policy, Regulation, Procedure, Handbooks, Practices, Training, and Laws:

1. Comply with all school district policies, regulations, procedures, handbooks, practices, and training.
2. Comply with all applicable laws.
3. Disclose possible conflicts of interest.
4. Protect the confidentiality of sensitive information (oral, written or electronic).
5. Comply with all licensure and/or qualification requirements.
6. Demonstrate honesty, integrity, professionalism, and accuracy in all employment actions including the maintenance and completion of records and the accurate recording of time worked.
7. Abstain from unapproved solicitations.

### Category 3: Attendance Expectations:

1. Attend work as scheduled and arrive on time fully prepared to begin work. Follow established school district reporting procedures if there is a need to arrive late, be absent or leave the workplace.
2. Demonstrate honesty and civility when requesting leave time. Request leave responsibly to reduce unreimbursed time requests.
3. Notify supervisor well in advance of any unscheduled absence in accordance with school district reporting procedures.
4. Observe time limits for scheduled lunch and break periods. Employees are discouraged from leaving the campus during a contractually paid break or preparation period when students are present.
5. Understand that barring circumstances outside the employee's control, being absent without approved leave for three consecutive workdays will constitute a voluntary resignation.

### Category 4: Safety and Use of School District Property Expectations:

1. Perform assigned tasks safely, competently, and according to school district performance and behavioral expectations.
2. Use and safeguard school district property through proper and authorized use.
3. Adhere to and comply with school district safety policies and training requirements. Identify safety issues and report all hazards, incidents, and safety concerns on a timely basis to allow for appropriate school district action.

### Category 5: Teamwork and Workplace Behavior Expectations:

1. Cooperate and collaborate with supervisors and co-employees.
2. Use respectful, courteous, and helpful language when communicating with others. Loud, boisterous, intimidating, abusive or otherwise inappropriate language would be considered a violation of accepted workplace standards.