



**Keota Community School  
District**

**Employee Handbook**

**2022-2023 School Year**

## SECTION 1 INTRODUCTION

### A. **Applicability**

This Employee Handbook shall apply to all teachers, counselors, librarians, nurses, and all others employed in a professional capacity, except it does not apply to the superintendent, principals, non-professional employees, or any substitute employees.

### B. **Effect of Employee Handbook**

This Employee Handbook is not intended to imply any contract of employment or any contractual rights. This Employee Handbook manual does not represent a contractual obligation on the part of the Keota Community School District or its duly authorized representatives. It is each employee's responsibility to become familiar with the policies and procedures of this organization.

This Employee Handbook shall be maintained solely by the District. The Board of Directors of the Keota Community School District and/or the District's administration has the ability to interpret and imply provisions of the Employee Handbook.

### C. **Effective Dates**

This Employee Handbook shall be effective upon being approved or accepted by the Board of Directors of the Keota Community School District or its duly authorized representatives. It shall be in effect for the duration of the school year in which it was approved, unless it is modified using appropriate procedures, including providing notice to all employees covered by this Employee Handbook.

### D. **Savings Clause**

Should any section or language of this Employee Handbook be declared illegal by a court of competent jurisdiction, then that section or language shall be deleted from this Employee Handbook to the extent that it violates the law. The remaining sections and language shall remain in full force and effect.

### E. **Definitions**

1. The term "Board", as used in this handbook, shall mean the Board of Directors of the Keota Community School District or its duly authorized representatives.
2. The term "District", as used in this handbook, shall mean the Keota Community School District.
3. The term "employee", as used in this handbook, shall mean all teachers, counselors, librarians, nurses, and all others employed in a professional capacity. The term shall not mean the superintendent, principals, non-professional employees, or any substitute employees.

## **SECTION 2 GRIEVANCE PROCEDURE**

- A.** A grievance shall mean only a complaint that there has been an alleged violation, misrepresentation or misapplication of any of the specific provisions of this Employee Handbook.
- B.** Every employee covered by this Employee Handbook shall have the right to present grievances in accordance with these procedures, and more than one (1) employee with the same grievance may join in the grievance.
- C.** The failure of an employee to act on any grievance within the prescribed time limits will act as a bar to any further appeal, and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.
- D.** It is agreed that any investigation or other handling or processing of any grievance by the employee shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of any employees.
- E.** The following will be the steps of the grievance procedure:

### **First Step**

An attempt shall be made to resolve any grievance in verbal discussion between employee and the employee's principal.

### **Second Step**

If the grievance cannot be resolved verbally, the employee shall file the grievance in writing, and, at a mutually agreeable time, discuss the matter with the principal. The written grievance shall state the nature of the grievance, shall note the specific provisions of the handbook, and shall state the remedy requested. The filing of the formal, written grievance at the second step must be within twenty (20) school days from the date of occurrence of the event giving rise to the grievance. The principal shall make a decision on the grievance with reason therefore and communicate it in writing to the employee and the Superintendent within five (5) school days after receipt of the grievance.

### **Third Step**

In the event a grievance has not been satisfactorily resolved at the second step, the employee shall file, within five (5) school days of the principal's written decision at the second step, a copy of the grievance with the Superintendent. Within ten (10) school days after such written grievance is filed, the employee and Superintendent or the Superintendent's designee shall meet to resolve the grievance. Either party may call witnesses in support of their position. The Superintendent or the Superintendent's designee shall file a decision with reasons therefore within ten (10) school days of the third step grievance meeting and communicate it in writing to the employee and the principal.

- F. If an employee files any claim or complaint in any form other than under the grievance procedure of this Employee Handbook, then the District shall not be required to process the same claim or set of facts through the grievance procedure.
- G. An employee may be represented at all stages of the grievance procedure by himself/herself and/or, at his/her option, by the representative of the Association, and likewise, the principal may have another member of the administration and/or a representative present at all stages.
- H. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the employee's personnel file.

### **SECTION 3 LEAVES**

#### **A. General Leave**

Each employee shall be allowed fifteen days of general leave with pay each year. General leave can be used for; sick days, family sick days, personal, bereavement, and adoption. The leave may be taken in half-day increments as necessary.

General leave shall accumulate to 120 days in a banked pool of accumulated leave. Accumulated banked poll leave shall be used after the 15 days of general leave is exhausted. Accumulated banked poll leave can be used as employee sick days only.

Employees may only use general leave to extend vacations and holidays when an administrator is able to verify a substitute is available. If more than two employees plan to use leave to extend vacations or holidays, administrator approval is required for the third employee and above. Advance approval from the Superintendent is needed to use general leave for more than three (3) consecutive workdays. The first ten (10) days of general leave per year require no administrative approval (unless they involve more than three (3) consecutive workdays). Beginning with the 11th day of general leave, advance administrator approval is required.

#### **B. Professional Leave**

Each employee shall be credited with one (1) day professional leave with pay to be used by said employee for professional education improvement, advancement and continuing education, upon application to the building principal and approval of the Superintendent.

#### **C. Extended Leave**

Extended leave without pay may be granted to an employee for good cause on application to the District.

#### **D. Family Medical Leave (FMLA)**

Employees are entitled to family medical leave 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.

**E. Leave With or Without Pay**

When an employee wants to take leave after their personal days have been used it is at the Superintendent's discretion whether the leave will be granted.

**SECTION 4 INSURANCE**

- A.** Each employee shall receive the sum of \$804.00 per month to be used towards health insurance, dental, vision, and additional life insurance or taken as cash. Proof of group health insurance coverage is required to waive the single health insurance policy. The cost of group long term disability insurance and a \$10,000 life insurance policy will also be paid by the District for the employee. If health insurance is waived, the amount available to the employee will be \$636.00 if hired prior to 2014, and \$400.00 if hired after 2014 to be used towards, dental, vision, wrap around medical plan, additional life insurance or taken as cash. The cost of group long term disability insurance and a \$10,000 life insurance policy will also be paid by the District for the employee, assuming the District can obtain an insurance carrier and subject to the carrier's requirements. All insurance benefits shall begin on the first day of the first full month of employment for new employees. Employees who cease employment with the District will have this coverage continued until the first day of work of the following year unless voluntarily terminated by the employee. The District will pay the insurance fees and taxes associated with Health Care Reform for employees only. The employee will be responsible for paying these fees for family members on their health insurance plan through the district.
- B.** Employees on extended leave may pay the cost of their insurance and remain covered.

**SECTION 5 BASIC EMPLOYMENT CONDITIONS**

- A.** School Work Year
- 1.** The school work year shall be one hundred ninety-two (192) days, and the length of the day shall be from 8:00 a.m. to 4:00 p.m. However, flex time of 7:45 a.m. to 3:45 p.m. is available. An employee must choose their option at the beginning of the year and must stay for meetings if scheduled until 4:00 p.m.
  - 2.** Employees may be assigned duties during lunch times, when employees are assigned to noon duties, schedules shall be arranged to allow each assigned employee relief time of thirty (30) minutes to have a meal.
  - 3.** Part-time employees shall be provided preparation time pursuant to their employment using a six (6) period standard as the basis, and, in addition, proportionate preparation time equal to the time before and after the school day of a full-time employee.

**B. Board Policy**

The District shall post an updated version of the board policy manual on the District's website.

**C. Transfers**

Voluntary transfers and involuntary transfers, hereinafter specified, shall not apply to extra-curricular or extra duty assignments and shall apply to change in grades and subject assignments or transfer to another building.

**D. Voluntary Transfers**

Employees who desire to transfer may file a written statement of such desire with the Superintendent. Such statement shall include the grade and/or subject to which the employee desires to be assigned and the school or schools to which the employee desires to be transferred, in order of preference. Such request for transfer and reassignments for the following year shall be submitted not later than April 15 each year, and the employee shall be notified and consultation shall occur prior to contract issuance, if possible.

The determination as to voluntary transfers shall be made on the basis of certification, academic preparation, and seniority. The Superintendent shall post all openings on the District website and send openings to employees that have email addresses on file in the District office. Openings shall be posted for at least five (5) days prior to the position closing.

**E. Involuntary Transfers**

Involuntary transfers shall be on the basis of seniority, certification, and academic preparation and shall not be made for arbitrary or capricious reasons, and only after consultation with the employee who shall be furnished the written reasons and notification to the Association.

**F. Seniority**

Seniority will be determined by the number of years in the District. Where an employee has been employed in the District, left and returned, the employee's seniority will be determined by counting all uninterrupted years in the District up to four, plus the most recent four years continuous experience, and shall not be retroactive. An employee laid off for staff reduction shall not lose seniority for one year for purposes of reemployment only.

**G. Reduction in Staff**

Staff reduction will be based on certification, evaluation, academic preparation, extra duty assignments, and seniority. All other things being equal, seniority shall prevail. If reemployed within one year of staff reduction, an employee shall retain sick leave and other benefits accrued prior to lay-off. An employee reduced shall have the right to recall not exceeding one year.

**H. School Calendar**

The Association and employees shall be notified in advance of the presentation to the District of the proposed school calendar. The decision of the District on the school calendar shall be final. The adopted school calendar shall be furnished to the Association and employees, and the Association should have the right to appear before the District Board and make a presentation in regard to the proposed calendar. A calendar committee will be formed with members including employees, support staff, community, and administration.

**SECTION 6 WAGES AND SALARIES**

**A. Salary**

If a salary increase is negotiated, each employee will receive the same dollar amount towards their salary.

**B. Educational Requirements**

Employees without a degree shall earn six semester hours every three years. Employees with a degree shall be required to meet the requirements of continued education as specified by the State Department of Public Instruction. Any employee not complying with the above shall have their salary frozen until the year following compliance.

**C. Credit for Experience**

Each new employee shall receive full credit up to and including the fifth year of any previous outside teaching experience in a duly accredited school upon initial employment within the last eight years of teaching. The employee may, at the discretion of the Board, also receive more than five and up to and including ten years credit for previous outside teaching experience or other experience.

**E. Educational Lanes**

Employees who move from one educational lane to a higher educational lane shall receive a one time salary increase of \$ 1,500. Evidence of additional educational credit must be filed with the Superintendent no later than five days after the beginning of the second year. Hours beyond the B.A. will be granted with the following guidelines:

1. Any graduate course taken to prepare for a current teaching or coaching assignment.
2. Any course taken to prepare for a new assignment or assignment change.

The Superintendent may approve any hours other than the above at the Superintendent's discretion.

A B.A. plus twenty four educational attainments must be accompanied by a degree plan in the area of the teaching assignment.

The above requirement of a degree plan in the area of teaching assignment will not be required for courses taken for BA+24 lane placement. However, for MA lane placement the degree must be in the area of teaching assignment except that an MA in Education or Administration will be allowed. The Superintendent may make other exceptions in the Superintendent's sole discretion.

**F. Qualification for Position**

Qualification for any position shall be determined through certification.

**G. Family Benefits**

Full-time employees, their spouses, and their children from birth through high school graduation shall be given free admission to all District events. Following high school graduation, children who are not pursuing a post-secondary education will pay the adult admission price beginning the fall after high school graduation. Children who are pursuing a post-secondary education will continue to be admitted to all school events free of charge until they reach the age of 21.

**H. Payday**

Payday shall be the fourth day of the month beginning in September. Each employee will have the employee's paycheck direct deposited in the financial institution of the employee's choice. If the fourth falls on a weekend or a holiday, payday will be on the Friday before or the day before the holiday. The contract will be paid over 12 months, September through August.

**I. Extra Duties**

Employees may be assigned from three to five extra duties during the school year. These duties (and others assigned) shall be paid at a rate of \$20.00 per event: ticket taking, line judging, scouting, keeping clocks and scoreboards, working at cross country and track meets, supervising dances, working at junior class chili supper, working at Homecoming events, Honors Tea, Open House, Parents' Night, Parents' Meeting, and elementary concerts.

**J. National Board Certification**

Employees who earn National Board Certification will receive 5 annual payments of \$1000, for a total of \$5000.

## **SECTION 7 EVALUATION PROCEDURES**

**A. The Evaluation Procedure**

The evaluation procedure for District employees will follow a three-step cycle. All employees will enter the cycle steps according to years of experience and placement by the administration. New employees (not in the mentoring program) hired by the District will automatically be placed at the administrator's discretion. Employees will rotate through the cycle in successive order.



**Step 1: Beginning Employees (in the mentoring program)**

Beginning employees will be at Step 1 for two years. A formative evaluation will be done at the end of the first year. A comprehensive evaluation will be completed at the end of the second year.

**Observations:** A first semester observation will be followed by a conference with the evaluator. If necessary, a second semester observation may be done, followed by a conference with the evaluator. Walk-through observations may be done throughout the school year. Employees may choose to complete the optional Pre-Observation Form and give it to the evaluator. Comprehensive evaluations will be included in the employee's personnel file. Recommendations for licensure will be made to the Iowa Department of Education upon successful completion of the evaluation.

**Step 1: Career Employees**

A comprehensive evaluation will be completed by the end of the school year.

**Observations:** An observation will be followed by a conference with the evaluator. If necessary, a second observation may be done, followed by a conference with the evaluator. Walk-through observations may be done throughout the school year. Employees may choose to complete the optional Pre-Observation Form and give it to the evaluator. Comprehensive evaluations will be included in the employee's personnel file.

**Steps 2 and 3:** The Individual Career Development Plan will be turned into the evaluator and approved by September 30. Forms will be included in employee's personnel file. Year-end performance review of plan will be completed by the employee and turned in for review by the evaluator. Forms to be included in the employee's personnel file. Walk-through classroom observations may be done to assess progress of plan.

**Supportive Assistance:** The evaluator will meet with the employee to design an individualized assistance plan as soon as concerns arise. Progress forms will be completed by the employee and evaluator in a timely manner as determined by both parties in the assistance plan. The final summary form will be completed by the employee and evaluator as determined by the assistance plan.

**B. Notification of comprehensive evaluation**

Employees shall be notified of formal observations prior to the evaluator's visitation. Walkthrough observations may occur unannounced.

**C. Evaluation conferences**

All formative and comprehensive evaluation observations shall be followed by a conference within ten working days. The optional response shall be made within ten working days of the conference.

**D. Grievance of Evaluation**

Evaluations shall be fair and accurate. An evaluation may be challenged through the grievance procedure if arbitrary or capricious and if the evaluation is a basis for denial of

any salary or fringe benefit or is the basis for altering an employee's status with the District.

**E. Written complaints**

If a complaint written by an administrator is placed in an employee's personnel file, a copy shall be promptly given to the employee. The employee shall have ten working days from the receipt of the copy to make a written response which shall also be placed in the file.

## SUPPLEMENTAL PAY

<b><u>Activity</u></b>	<b><u>Percent of Vertical B.A Location</u></b>
Major Sport (Football, Basketball)_____	11.5%
Major Sport (Volleyball)_____	10.5%
Assistant (Football, Basketball)_____	8.5%
Assistant (Volleyball) _____	8.0%
Minor Sport_____	8.0%
Assistant to Minor Sport_____	6.0%
Summer Baseball, Summer Softball_____	10.5%
Assistant Baseball, Assistant Softball_____	6.5%
Junior High (Single coach per grade)_____	6.0%
High School Music (Vocal & Instrumental)_____	6.0%
Yearbook_____	4.5%
Science Fair_____	4.5%
Prom Sponsor_____	2.5%
Student Council_____	2.5%
Dramatics (Per Play)_____	6.0%
Speech Work_____	7.0%
Eagles Wing Editor_____	4.5%
Model U.N._____	4.5%
FCCLA (FHA)_____	2.5%
Assistant Speech_____	3.0%
Cheerleader Sponsor_____	3.0%
EAGLEROCK!_____	7.5%
Band – Inc. Jazz Band_____	6.0%
Color-guard_____	2.0%
Junior High 7 <sup>th</sup> & 8 <sup>th</sup> Girls Volleyball (Only 1 Coach)_____	7.5%
Junior High 7 <sup>th</sup> & 8 <sup>th</sup> Girls Basketball (Only 1 Coach)_____	7.5%
Junior High 7 <sup>th</sup> & 8 <sup>th</sup> Boys Basketball (Only 1 Coach)_____	7.5%
Junior High Boys & Girls Track (Only 1 Coach)_____	10.0%
Phase III – Fifteen Dollars (\$15) Per Non-contract Hour	