

# *Cherokee Community School District*

## **EMPLOYEE HANDBOOK SUPPORT STAFF**

With community involvement, we will empower learners to become contributing members in our changing world.



### **BOARD GOALS**

- 1. To support and expand career opportunities with local entities, in addition to college readiness, by prioritizing/allocating resources, both staff and facilities.**
- 2. To develop problem solving skills, interpersonal skills, and team building skills for all students, while increasing implementation/alignment of Iowa Common Core, by prioritizing/allocating resources.**
- 3. Improve communication between all stakeholders in the district that will promote an atmosphere that encourages positive relationships.**

### **Preamble:**

This Employee Handbook is prepared for informational purposes. It does not constitute a contract of employment between the Cherokee Community School District and its employees, and it should not be construed as such. It is intended to provide employees with information regarding policies, procedures, expectations and standards of the District; however, this Handbook should not be considered all-inclusive. The policies contained in the Employee Handbook may be changed or amended at any time with or without notice for many employees. Copies of Board Policies and Administrative Regulations are available on the school website: [www.ccsd.k12.ia.us](http://www.ccsd.k12.ia.us) and in each administrative office to all personnel. It is important that each employee is aware of the policies and procedures related to his/her position. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration to the following: Federal laws and regulations, the laws of the State of Iowa, Iowa State Administrative Code and the policies of the Cherokee Community School District.

### **Equal Opportunity at Cherokee Community Schools**

It is the policy of the Cherokee Community School District not to illegally discriminate 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. If you believe you have been discriminated against or treated unjustly, please contact:

**Equity Coordinator, Kimberly Lingenfelter**

600 West Bluff Street, Cherokee, IA 51012

712-225-6767

[klingenfelter@ccsd.k12.ia.us](mailto:klingenfelter@ccsd.k12.ia.us)

# ***“Empowering Learners”***

## **District Belief Statements**

- 1. Learning and teaching are affected by our expectations. Students must be challenged and teachers must have high expectations.**
- 2. Teaching and learning are more effective when connected to the real world.**
- 3. Learning occurs best in a safe and orderly environment.**
- 4. Everyone in the system is capable of quality learning.**
- 5. Teaching and learning should not be fragmented; learning is much more than isolated facts.**
- 6. Students have different readiness levels and learning styles - teaching styles need to respond to these.**
- 7. Teaching and learning must be a collaborative effort between students, teachers, parents, and the community.**
- 8. Teaching and learning are reflective processes that also involve risk-taking.**
- 9. Teaching and learning need to be continuous, lifelong processes.**
- 10. Dramatic changes in society demand dramatic changes in education. Educational change is inevitable.**
- 11. Teachers, students, and administrators need more responsibility with increased accountability.**
- 12. Effective teachers like kids, are good role models, and are facilitators of learning.**

## Board of Education

Laura Jones	President	ljones@ccsd.k12.ia.us
Jodi Thomas	Vice President	jthomas@ccsd.k12.ia.us
Angie Anderson	Member	aanderson@ccsd.k12.ia.us
Patty Brown	Member	pbrown@ccsd.k12.ia.us
Brian Freed	Member	bfreed@ccsd.k12.ia.us

## Administration and Directors

Kimberly Lingenfelter	Superintendent	712-225.6767
Thomas Ryherd	WHS Principal	712-225-6755
Scot Aden	CMS Principal	712-225-6750
Brian Christiansen	CES Principal	712-225-6760
Josh Landhuis	Activities Director	712-225-6755
Mike Fiedler	Building/Grounds Director	712-225-6755
Rachel Mallory	Transportation Director	712-225-6766
Cara Jacobson	Food Services Director	712-225-6765
Joyce Lundsgaard	Business Manager	712-225-6767
Bill Halder	Technology Director	712-225-6755
Rachel Doeden	Nursing Director	712-225-6750

## **Appropriate Use Clauses**

- Copy machine use
  - The copy machine is available for staff use at any time for educational purposes. Personal copies are prohibited.
- Internet use
  - Internet use and emails are subject to a public records request.
  - It is the policy of the CCSD to expect that staff will use the internet system and email in a responsible manner. Violations will result in appropriate disciplinary actions.
  - Staff should have a signed Acceptable Use Policy in their permanent file.
  - BOEE policy requires mandatory reporting of offenses related to the use of public property for personal gains.
- Facility & equipment use
  - Staff members are responsible for all school property and equipment issued to them. Any damage or malfunction of equipment should be reported to the school office. Staff shall use public property with care and consideration. No books or equipment are to be disposed without the permission of the building principal. Proper disposal of school property insures an accurate inventory.
  - Staff members are responsible, with the cooperation of pupils, in helping to keep the rooms neat, clean, and secure. Please make sure lights are turned off, doors are locked, and plan your building needs well in advance so the custodians will have ample time to supply them. Teachers' requests for extra custodian services should be made through the principal to the director of buildings and grounds. Damage, in excess of normal wear, should be reported to the principal.
  - Staff who use the facility for student practices, etc. outside of school hours are responsible for supervision of all students present as well as to clean up and secure the building before leaving.
  - Facility requests should be scheduled with the activity director. The facility request form is located in the building office.
- School keys
  - Under no circumstances should you allow students to use your keys.
- School vehicles
  - Staff should fill out the Transportation Request form found under staff links on the school website. It is the staff member's responsibility to make arrangements with the transportation director for access to the keys and vehicles.

- School vehicles are to be used for various out-of-district meetings, extra-curricular activities, and professional development. School vehicles are not to be used for personal errands or to transport persons other than school employees and/or students.
- Staff are responsible to inspect the vehicle after use to ensure that all personal belongings are removed, trash is removed, and all messes are cleaned up.

### **Assigned Duties**

Employees will be assigned various before, during and after school duties throughout the school year. You may be assigned any of the following: hall, breakfast, lunchroom, bus duty, class sponsor, playground, homeroom, or other duties designated by the principal.

### **Assignment and Alteration of Employment**

Employees will be assigned as determined appropriate by the administration. Evaluations and transfers will be determined by the building administrators, and persons in charge of departments, with the advice of the superintendent. Any determination of adverse employment action shall be in consultation with the superintendent with appropriate notice to the employee. Licensed employees will be notified pursuant to Chapter 279 of the Iowa Code.

### **Channels of Communication (Board Policy 307)**

Questions and problems are resolved at the lowest organizational level nearest to the complaint. School employees are responsible for conferring with their immediate supervisor on questions and concerns. Students and other members of the school district community will confer with a licensed employee and then with the principal on questions and concerns. If resolution is not possible by any of the above, individuals may bring it to the attention of the superintendent within 5 school days of their discussion with the principal. If there is no resolution or plan for resolution by the superintendent within 8 school days of the individual's discussion with the superintendent, the individual may ask to have the question or problem placed on the board agenda. It is within the board's discretion whether to hear the concern. It will first be the responsibility of the administrators to resolve questions and problems raised by the employees and the students they supervise and by other members of the school district community.

## **Child Abuse of Students by School Employees**

Chapter 102 of the Iowa Administrative Code requires all schools to develop policies and procedures for investigating child abuse complaints against school employees. Iowa law bans corporal punishment; therefore, physical punishment of students by school employees is not allowed (reference Board Policy 402.3).

## **Climate**

Building climate is an important aspect of providing a positive workplace and educational experience for our students. All employees are expected to assist in the development of a positive climate. This includes maintaining open and respectful communication with other employees, and avoiding negative and hurtful gossip.

## **Communication Policy**

The Cherokee Community School District believes that cooperative, reciprocal communication plays a vital role in the delivery of education, and is a key factor in establishing supportive relationships among all its stakeholders. For this reason, the District is committed to regular and transparent communications with all stakeholders through a variety of means, including: print, electronic, voice and visual. All employees of Cherokee Community School District are expected to serve as positive ambassadors for the District and as appropriate role models for students. It is important to maintain professionalism in all interactions with students, their families and the community. As such, employees of the Cherokee Community School District agree to: 1) Adopt a proactive approach to providing regular communications with their respective stakeholders, 2) Be respectful and professional in all interactions, 3) Maintain confidentiality and respect rights to privacy, 4) Communicate with leaders (principals and/or superintendent) when appropriate, 5) Prioritize classroom and educational activities during the day, but endeavor to reply to parent inquiries in a timely manner, and 6) include the following disclaimer on personal social media sites if identified as associated with the district *“The opinions expressed here are my own, and do not necessarily reflect the opinions of the Cherokee Community School District”*. Employees’ online behavior on social media must reflect the same standards of professionalism, respect, and integrity as face-to-face communications.

## **Computer/Internet Acceptable Use**

Internet access to global electronic information resources on the World Wide Web is provided by the District to assist employees and students in obtaining work-related data

and educational material. The following guidelines have been established to help ensure responsible and productive Internet usage.

Internet usage should be limited to school-related activities. All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the District and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of the District. As such, the District reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee, student, or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific derogatory comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not obtained authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

To ensure a virus-free environment, no files may be downloaded from the Internet without prior authorization. Abuse of the Internet access provided by the District in violation of law or District policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

### **Confidentiality**

All employees are to be professional at all times and maintain all information in a confidential manner. Employees should not discuss student/parent concerns or needs in



any of the lounges or outside the education setting. Confidentiality regarding students must be maintained and respected. Confidential information regarding students, families, and other employees may not be shared with anyone else except for legitimate educational reasons.

### **Dispute Resolution**

In the event an employee has a dispute with the application of the employee manual the employee should first raise the issue with his/her immediate supervisor. If not satisfied with the answer, then he/she may file a written objection with the superintendent who will handle the final decision.

### **Dress Code**

The image and representation of the District is reflected by the employees and their attire. The District expects that secretarial staff will dress in professional business casual attire. Business casual attire is clothing that is less formal than traditional business wear, but is still intended to give a professional business-like impression. Custodians, bus drivers and cooks, due to their work assignments, will be allowed to wear blue jeans and it is acceptable for aides to wear colored jeans. Aides may wear blue jeans when appropriate for their assignment and as approved by their building principal (i.e., Early Childhood program, working with a student in shop class, supervising a field trip, etc.). Vests, blazers and skirts made of denim are acceptable forms of business casual attire. Certain days may be designated as special days (e.g., Homecoming week) by the building principal or immediate supervisor. On such days, the building principal or immediate supervisor may relax the dress code and allow all support staff members to wear blue jeans, Braves apparel, including hooded sweatshirts, and other casual attire. Aides may wear hooded sweatshirts outside for regular playground supervision, but hooded sweatshirts should not be worn as a part of regular indoor attire.

### **Drug-Free Workplace**

It is the policy of the Cherokee Community School to maintain a drug-free workplace. Employees will be required to abide by the terms in this policy statement.

No employee of the District shall unlawfully manufacture, distribute, dispense, possess, or use in the workplace alcohol and/or narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, and any other controlled substance as defined by federal or state law. Any employee who violates the prohibition will be subject to disciplinary action

up to and including termination of employment. Disciplinary action will be taken in accordance with applicable District Board policy and contractual requirements.

“Workplace” is defined as the site for the performance of work done in the capacity as district employee. That includes a District or a local school building or District or local school premise; a District-owned vehicle or a District-approved vehicle used to transport District personnel to and from District work-related activities; and off-District property during a District-sponsored or District-approved activity, event or function.

Employees shall notify their supervisor of their arrest or conviction under any criminal drug statute for a violation as defined above, no later than five days after such arrest or conviction. If an employee is convicted of a violation of a criminal drug statute for a violation occurring in the workplace, the District will take appropriate disciplinary action against the employee, up to and including termination of employment. Should the employee not be terminated, the District will require the employee to participate successfully in an approved drug abuse assistance or rehabilitation program. If the employee fails to comply, the District will take appropriate disciplinary action against the employee up to and including termination of employment.

The Superintendent shall be responsible for publication and dissemination of this policy to each employee. Through the District’s health and counseling departments, employees shall have access to programs that will educate employees about the dangers of drug abuse and make available to them resources for drug counseling programs.

### **Emergency Procedures**

Staff should be well versed in emergency procedures outlined in the Emergency Response/Crisis Manual. Staff are responsible for maintaining the classroom emergency “go” bucket.

### **Equal Opportunity at Cherokee Community Schools**

It is the policy of the Cherokee Community School District not to illegally discriminate 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. If you believe you have been discriminated against or treated unjustly, please contact:

**Equity Coordinator, Kimberly Lingenfelter**  
600 West Bluff Street, Cherokee, IA 51012  
712-225-6767  
klingenfelter@ccsd.k12.ia.us

**Family and Medical Leave Regulation**  
**Board Policy 409.3**

A. School district notice.

1. The school district will post the notice in Exhibit 409.3E1 regarding family and medical leave.
2. Information on the Family and Medical Leave Act and the board policy on family and medical leave, including leave provisions and employee obligations will be provided annually. The information will be posted in staff work areas and the Cherokee School District website.
3. When an employee requests family and medical leave, the school district will provide the employee with information listing the employee's obligations and requirements. Such information will include:
  - a. a statement clarifying whether the leave qualifies as family and medical leave and will, therefore, be credited to the employee's annual 12-week entitlement or 26 week entitlement depending on the purpose of the leave;
  - b. a reminder that employees requesting family and medical leave for their serious health condition or for that of an immediate family member must furnish medical certification of the serious health condition and the consequences for failing to do so or proof of call to active duty in the case of military family and medical leave;
  - c. an explanation of the employee's right to substitute paid leave for family and medical leave including a description of when the school district requires substitution of paid leave and the conditions related to the substitution; and
  - d. a statement notifying employees that they must pay and must make arrangements for paying any premium or other payments to maintain health or other benefits.

B. Eligible employees.

Employees are eligible for family and medical leave if three criteria are met.

1. The school district has more than 50 employees on the payroll at the time leave is requested;
2. The employee has worked for the school district for at least twelve months or

- 52 weeks (the months and weeks need not be consecutive); and,
3. The employee has worked at least 1,250 hours within the previous year.
- Full-time professional employees who are exempt from the wage and hour law may be presumed to have worked the minimum hour requirement.

If the employee requesting leave is unable to meet the above criteria, the employee is not eligible for family and medical leave.

C. Employee requesting leave -- two types of leave.

1. Foreseeable family and medical leave.

- a. Definition - leave is foreseeable for the birth or placement of an adopted or foster child with the employee or for planned medical treatment.
- b. Employee must give at least thirty days notice for foreseeable leave. Failure to give the notice may result in the leave beginning thirty days after notice was received. For those taking leave due to military family and medical leave, notice should be given as soon as possible.
- c. Employees must consult with the school district prior to scheduling planned medical treatment leave to minimize disruption to the school district. The scheduling is subject to the approval of the health care provider.

2. Unforeseeable family and medical leave.

- a. Definition - leave is unforeseeable in such situations as emergency medical treatment or premature birth.
- b. Employee must give notice as soon as possible but no later than one to two work days after learning that leave will be necessary.
- c. A spouse or family member may give the notice if the employee is unable to personally give notice.

D. Eligible family and medical leave determination. The school district may require the employee giving notice of the need for leave to provide reasonable documentation or a statement of family relationship.

1. Six purposes.

- a. The birth of a son or daughter of the employee and in order to care for that son or daughter prior to the first anniversary of the child's birth;
- b. The placement of a son or daughter with the employee for adoption or foster care and in order to care for that son or daughter prior to the first anniversary of the child's placement;
- c. To care for the spouse, son, daughter or parent of the employee if the spouse, son, daughter or parent has a serious health condition; or

- d. Employee's serious health condition that makes the employee unable to perform the essential functions of the employee's position.
  - e. Because of a qualifying exigency arising out of the fact that an employee's spouse; son or daughter; parent is on active duty or called to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
  - f. Because the employee is the spouse; son or daughter; parent; next of kin of a covered service member with a serious injury or illness
2. Medical certification.
- a. When required:
    - (1) Employees may be required to present medical certification of the employee's serious health condition and inability to perform the essential functions of the job.
    - (2) Employees may be required to present medical certification of the family member's serious health condition and that it is medically necessary for the employee to take leave to care for the family member.
    - (3) Employees may be required to present certification of the call to active duty when taking military family and medical leave.
  - b. Employee's medical certification responsibilities:
    - (1) The employee must obtain the certification from the health care provider who is treating the individual with the serious health condition.
    - (2) The school district may require the employee to obtain a second certification by a healthcare provider chosen by and paid for by the school district if the school district has reason to doubt the validity of the certification an employee submits. The second health care provider cannot, however, be employed by the school district on a regular basis.
    - (3) If the second health care provider disagrees with the first healthcare provider, then the school district may require a third health care provider to certify the serious health condition. This health care provider must be mutually agreed upon by the employee and the school district and paid for by the school district. This certification or lack of certification is binding upon both the employee and the school district.
  - c. Medical certification will be required fifteen days after family and medical leave begins unless it is impracticable to do so. The school district

may request recertification every thirty days. Recertification must be submitted within fifteen days of the school district's request.

d. Employees taking military caregiver family and medical leave to care for a family service member cannot be required to obtain a second opinion or to provide recertification.

Family and medical leave requested for the serious health condition of the employee or to care for a family member with a serious health condition which is not supported by medical certification will be denied until such certification is provided.

#### E. Entitlement.

1. Employees are entitled to twelve weeks unpaid family and medical leave per year. Employees taking military caregiver family and medical leave to care for a family service member are entitled to 26 weeks of unpaid family and medical leave but only in a single 12 month period.

2. Year is defined as a fiscal year

3. If insufficient leave is available, the school district may:

a. Deny the leave if entitlement is exhausted

b. Award leave available

#### F. Type of Leave Requested.

1. Continuous - employee will not report to work for set number of days or weeks.

2. Intermittent - employee requests family and medical leave for separate periods of time.

a. Intermittent leave is available for:

birth of my child or adoption or foster care placement subject to agreement by the district;

serious health condition of myself, parent, or child when medically necessary;

because of a qualifying exigency arising out of the fact that my spouse; son or daughter; parent is on active duty or called to active duty status in support of a contingency operation as a member of the National Guard or Reserves;

because I am the spouse; son or daughter; parent; next of kin of a covered service member with a serious injury or illness.

b. In the case of foreseeable intermittent leave, the employee must schedule the leave to minimize disruption to the school district operation.

c. During the period of foreseeable intermittent leave, the school district may move the employee to an alternative position with equivalent pay and benefits.

3. Reduced work schedule - employee requests a reduction in the employee's regular work schedule.

a. Reduced work schedule family and medical leave is available for:

- birth of my child or adoption or foster care placement subject to agreement by the district;
- serious health condition of myself, parent, or child when medically necessary;
- because of a qualifying exigency arising out of the fact that my spouse; son or daughter; parent is on active duty or called to active duty status in support of a contingency operation as a member of the National Guard or Reserves;
- because I am the spouse; son or daughter; parent; next of kin of a covered service member with a serious injury or illness.

b. In the case of foreseeable reduced work schedule leave, the employee must schedule the leave to minimize disruption to the school district operation.

c. During the period of foreseeable reduced work schedule leave, the school district may move the employee to an alternative position with equivalent pay and benefits.

#### G. Special Rules for Instructional Employees.

1. Definition - an instructional employee is one whose principal function is to teach and instruct students in a class, a small group or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors and special education assistants.

2. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule family and medical leave greater than twenty percent of the work days in the leave period may be required to:

- a. Take leave for the entire period or periods of the planned medical treatment; or,
- b. Move to an available alternative position, with equivalent pay and benefits, but not necessarily equivalent duties, for which the employee is qualified.

3. Instructional employees who request continuous family and medical leave near the end of a semester may be required to extend the family and medical leave through the end of the semester. The number of weeks remaining before the end

of a semester does not include scheduled school breaks, such as summer, winter or spring break.

a. If an instructional employee begins family and medical leave for any purpose more than five weeks before the end of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last at least three weeks and the employee would return to work during the last three weeks of the semester if the leave was not continued.

b. If the employee begins family and medical leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks and the employee would return to work during the last two weeks of the semester.

c. If the employee begins family and medical leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the semester.

4. The entire period of leave taken under the special rules is credited as family and medical leave. The school district will continue to fulfill the school district's family and medical leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's family and medical leave entitlement ends before the involuntary leave period expires.

#### H. Employee responsibilities while on family and medical leave.

1. Employee must continue to pay health care benefit contributions or other benefit contributions regularly paid by the employee unless employee elects not to continue the benefits.

2. The employee contribution payments will be deducted from any money owed to the employee or the employee will reimburse the school district at a time set by the superintendent.

3. An employee who fails to make the health care contribution payments within thirty days after they are due will be notified that their coverage may be canceled if payment is not received within an additional 15 days.

4. An employee may be asked to re-certify the medical necessity of family and medical leave for the serious medical condition of an employee or family member once every thirty days and return the certification within fifteen days of the request.



5. The employee must notify the school district of the employee's intent to return to work at least once each month during their leave and at least two weeks prior to the conclusion of the family and medical leave.
  6. If an employee intends not to return to work, the employee must immediately notify the school district, in writing, of the employee's intent not to return. The school district will cease benefits upon receipt of this notification.
- I. Use of paid leave for family and medical leave.
    1. Family and medical leave is unpaid.

## **Health and Safety Provisions**

### **Physical Fitness**

Bus drivers shall provide evidence of physical fitness prior to service and every two years thereafter. The cost of such examination shall rest with the employer less any amount covered by insurance. The District reserves the right to pay only reasonable and customary costs of the required physical, not to exceed \$100. The District shall pay only for the costs directly related to the state-mandated portion of the physical. Any other tests or medical procedures, done in the same office visit as the bus physical, shall be borne by the bus driver.

### **Holidays, Vacation, Weather-related and Other Calendar Changes**

In the event of a weather-related and/or calendar change, announcements will be made through JMC and KCHE.

#### **Holidays**

All job classifications which are scheduled for forty (40) hours per week for fifty-two (52) weeks shall receive ten (10) paid holidays. The ten (10) scheduled holidays are: Labor Day, Thanksgiving Day, the day after Thanksgiving, December 25, Christmas Recess Day, New Year's Recess Day, January 1, Good Friday, Memorial Day and July 4<sup>th</sup>.

Hot Lunch Employees shall receive six (6) paid holidays. The six scheduled holidays are: Labor Day, Thanksgiving Day, December 25, January 1, Good Friday and Memorial Day if Memorial Day is within the student year.

Part-time Employees shall be paid holiday pay based on their normally scheduled work day hours.

If the holiday falls on a Saturday, the previous Friday shall be the holiday. If a holiday falls on a Sunday, the following Monday shall be the holiday.

### Vacation

Full-time, continuous Employees employed on a twelve (12) month basis, may earn one (1) week of vacation after completion of fifty-two (52) weeks of employment. After completion of two (2) years of employment, full-time Employees are entitled to two (2) weeks of paid vacation for each fifty-two (52) weeks of employment. After eight (8) full years of continuous employment, support Employees may earn three (3) weeks of vacation for each fifty-two (52) weeks working period. After fifteen (15) full years of continuous employment, these support Employees may earn four (4) weeks of vacation for each fifty-two (52) weeks working period. After twenty (20) years of continuous employment, these support Employees may earn five (5) weeks of vacation for each fifty-two (52) weeks working period. Said vacation will allow the Employee to receive the Employee's normal regular salary during their vacation period. The vacation time shall be arranged with the Employee's immediate supervisor or the Superintendent of Schools.

Vacation days shall be compensated at the Employee's regular rate of pay.

Directors who are employed as a 12 month (full time) employee will receive 20 days of vacation upon hire. After twenty full years of continuous employment, they will receive five weeks of vacation.

Unused vacation days may be carried over one month following the year in which the vacation is earned. If not used by the end of July following the fiscal year the vacation is earned, the vacation is lost.

## **Hours of Work/Performance**

Work schedules and assigned hours shall be determined by the Employer. When the schedule is to be changed, the Employer shall give notice to the Employee as soon as practical.

Pay periods shall be determined by the Employer for all Employees of the School District.

Employee shall be compensated at the rate of one and one-half (1-1/2) for all hours worked over forty (40) per week.

All Employees shall be paid for all hours worked with all work time counting towards computation of overtime. The use of the time clock is expected from all support staff as it ensures accuracy. Failure to use the time clock appropriately will result in a disciplinary notice on your time card and could result in disciplinary action.

Food Service Employees' normal work schedule for the school year will be 6:30 a.m. to 2:15 p.m. with summer hours of 9:15 a.m. to 1:30 p.m. These hours of work may be adjusted by the Employer due to operational and/or programming needs of the district.

Custodians' hours of work will be scheduled by the Employer throughout the school year. These hours of work may be adjusted by the Employer due to operational and/or programming needs of the district.

Employees shall be paid double their normal regular hourly rate of pay for all hours worked on Sundays.

Employees required to use their own personal vehicles for school related business shall be reimbursed \$1.00/day.

Bus drivers shall maintain a record of hours they are on duty as regular or special trip drivers. Work hours are to be recorded on sheets provided by the Transportation Director. Drivers shall not record "Time of Start" or "Time of Return" sooner than 15 minutes before/after a scheduled departure/return from the bus garage.

Paraprofessionals' should clock in around 7:50 a.m. and clock out around 3:50 p.m. and also clock out for approximately 30 minutes at lunch. If time and schedules allow, a longer lunch may be taken. Each employee's time card is calculated according to "actual" hours worked - employees must clock out and clock in to accurately reflect

hours worked. On a weekly basis, 37.5 hours are budgeted for paraprofessional staff. These hours of work may be adjusted by the Employer due to operational and/or programming needs of the district.

Building Secretaries' should clock in around 7:30 a.m. and clock out around 4:00 p.m. and also clock out for approximately 30 minutes at lunch. If time and schedules allow, a longer lunch may be taken. Each employee's time card is calculated according to "actual" hours worked - employees must clock out and clock in to accurately reflect hours worked. On a weekly basis, 40.0 hours are budgeted for secretarial staff. These hours of work may be adjusted by the Employer due to operational and/or programming needs of the district.

Each employee's work agreement will indicate the maximum hours an employee shall work in a given week or year. In the event an employee must work overtime, the employee **must have pre-authorization** from his/her building supervisor. In order to achieve payment for overtime, the employee **must** work over 40 hours in a given week in order to receive compensation equal to one and one-half the regular rate. Overtime cannot be earned with sick or vacation time. The administration shall have discretion to limit hours and determine the daily work schedule.

Each employee's time card is calculated according to "actual" hours worked. In the event an employee is absent due to sickness, vacation, funeral, or emergency, this is calculated separately and not added to the actual hours worked. If a person is sick or takes vacation, this time will count as part of the employees' normal workweek. For most employees that is 37.5 or 40 hours per week. If there is a holiday, funeral or emergency during the workweek, this will be paid at the normal hourly rate.

Each hourly employee shall make use of the time clock for their established and or additional hours deemed necessary by their building administrator. Failure to use the time clock will result in consequences determined by the building principal/superintendent. A formal disciplinary note will be placed in an employee's file and warnings will be added to the timecard. An accumulation of three formal disciplinary notes will result in additional consequences as determined by building principal and/or immediate supervisor. Employees may not, under any circumstance, remain working if they are "off the clock". Employees are scheduled a duty free lunch of at least one half hour and must punch out and back in, even in the event the time was more than the designated half hour. Every employee is entitled to a break. Breaks are intended to release the employee from their duties for restroom use etc. not to extend their lunch

break. Breaks are to be taken within the building. If you should leave the building, you must clock out.

Employees that are contracted for 8 hours of work a day are entitled to two 15-minute breaks. Employees working less than 8 hours are entitled to one 15-minute break.

Timeliness and regular attendance is expected of all employees. A failure to adhere to these expectations may lead to adverse employment action. Failure to communicate an absence to a building principal and/or immediate supervisor, will result in consequences determined by the building principal and/or immediate supervisor and a formal disciplinary note will be placed in an employee's personnel folder. A second unexplained occurrence will result in a determination of a willing relinquishment of duties and responsibilities and the position will be posted. Employees choosing to terminate their position, will submit a letter of resignation to the building principal and/or immediate supervisor. The notice of termination must be contract days, not holidays or summer, if the intent is not to return in the fall.

The district shall discipline and/or terminate any employee who is performing at less than an adequate effort or not performing in the best interest of the school district. Employees are role models for students and must maintain role model effectiveness at all times. Attendance and punctuality are important factors in performance.

Support staff employees who do not report to work for three consecutive days without administrative approval or notification to their supervisor will automatically be suspended without pay and be recommended for termination at the next available meeting of the board of directors.

### **Injuries**

If you are injured on the job, notify the school nurse within 24 hours, so she can complete necessary Worker Compensation forms. Even if you don't see a doctor, report the injury in case it leads to complications later. The School Nurse will not be responsible, nor shall she assume the responsibility for any non-reported accident. First aid materials are available through the principal, nurse and coaches.

### **Insurance**

The District shall pay the full cost of the employee's' premium for the District's base medical insurance plan, which is a \$500 deductible/\$10/\$25 prescription co-pay. Health insurance will be provided to all full-time employees as defined by the Affordable Care

Act, (ACA). Health insurance coverage is UCR (Usual, Customary and Reasonable). The premium for \$15,000 term life insurance and for long term disability insurance (60% of the total gross salary) for employees shall be paid in full by the Board. The district will pay the life insurance premium of spouses (\$3,000) and children (\$1,500).

Retiring persons may stay in the group medical insurance plan at their own expense, if they are age 55 or older and have 10 continuous years of full time service just prior to retiring.

When coverage for life insurance ends under the plan, employees and dependents can convert coverages to individual life policies, without evidence of insurability. The maximum amounts that can be converted are the amounts insured under the plan when district coverage ends. Employees may convert a lower amount of life insurance. Employees and dependents must apply for individual life insurance under this life conversion privilege and pay the first premium within 31 days after the date employment terminates or eligibility to participate in the coverage of the plan (employee or dependents) ends.

### **Keys**

Necessary keys will be distributed to each employee by their building principal or direct supervisor. Keys are NOT to be loaned or made available to students. You may be held responsible for any costs incurred by the School District for your neglect of this responsibility.

### **Leaves**

All leaves should be reported and follow the procedures defined by building principals or immediate supervisors. Job abandonment occurs when an employee does not report to the job or inform the employer of the intent not to report to the job for three consecutive days. Job abandonment is considered voluntary resignation. A two week notice of termination is calculated by contract days.

#### **Sick Leave**

Sick leave will be granted to employees for personal illness or injury, including foreseeable illness, surgeries or other hospitalizations, according to the following schedule:

1st year of employment	10 days
2nd year of employment	11 days

3rd year of employment	12 days
4th year of employment	13 days
5th year of employment	14 days
6th and subsequent years	15 days

Part-time Employees shall accumulate sick leave on a pro-rata basis.

Qualifying sick time for out of town doctor visits are: travel to the doctor site, the amount of time during the consultation/examination and return travel time. Any reasonable amount of time for returning to work is expected from the employee.

These days are in addition to any unused accumulation of sick leave days carried forward from prior years. If there should be unused sick leave days in any one year, they shall be accumulated from year to year to a maximum of one hundred thirty (130) days. In addition to the 130 days carried forward, 15 days are earned for the current school year, resulting in a maximum of one hundred and forty five (145) days in any one year.

Individual accumulations of sick leave shall be reported by September 25.

Following each absence from work the employee shall complete a report on a form to be provided, stating the reason or reasons for the sick leave request. Employer reserves the right to request the employee to submit medical evidence that the sick leave was necessary, which evidence may be requested from a doctor mutually selected by the employer and the employee, the cost of which examination will be borne by the employer.

In the event an employee determines that the employee will need to be absent for medical reasons, the employee shall notify the superintendent of the expected leave dates and keep the administration advised of the employee's condition and advise the administration of the earliest date that the employee's doctor feels in his/her reasonable medical opinion the employee could safely return to work. The leave under this article shall terminate upon that date. If the administration desires, they may request another physical, which would be conducted by a doctor mutually agreed upon by the employer and employee, and the cost of such physical will be paid by the employer.

#### Funeral Leave

Employees shall be granted a leave of absence, without loss of salary, not to exceed seven days per incident, for death in the immediate family. Any of the following are

considered as members of the immediate family: spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandchild, and grandparent. The superintendent may grant at his discretion up to two days in the event of the death of a friend or relative outside the employee's immediate family as defined above. Absence due to funerals for other than the aforementioned relatives must be approved by the Superintendent of Schools prior to taking such leave. Funeral leave is non-accumulative per year or per incident.

### Personal Leave

All support staff Employees qualify for board approved leaves. Part-time Employees receive leaves proportionate to their full-time equivalency. Leave policies are outlined under Board Policy Section 414. All support staff Employees are entitled to three (3) personal days per school year with pay, which shall be subject to the following:

1. Days of personal leave must be taken in no less than one-half day segments.
2. The determining factor in granting personal leave will be in the order of receiving the leave request by the Employees building principal. In order to keep schools operating effectively the number of support personnel taking personal leave on a given day may be restricted at the discretion of the superintendent or the superintendent's designee.

### Personal Leave Bank

Each full-time employee (7 hours per day) is entitled to three (3) personal days per school year with pay. Each employee may contribute a day of personal leave to a district bank. Individuals who exhaust family illness leave, personal leave or sick leave may apply for banked personal leave. Individuals who apply for banked days must identify a bona fide hardship. A maximum of 10 days may be requested in the event of an adoption of a child. Final determination of eligibility for banked days shall rest with a two-thirds majority of the Support Staff Quality Committee, consisting of one member from each job description category. At the end of the school year, days contributed but not used will be returned to participating staff members for reimbursement at \$80 per day. Eligibility for participation is dependent upon contribution of a personal day to the personal leave bank by September 15th of the current school year.

### Family Illness Leave

Each employee shall be provided six days without loss of pay for immediate family illness and/or medical circumstance. Immediate family shall be defined as: spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister,



brother-in-law, sister-in-law, grandparent (and grandchildren in the case of hospitalization).

### Jury and Legal Leave

Any employee called for jury duty during school hours or who is required by subpoena to appear in any judicial or administrative proceeding other than a proceeding under the Public Employees Relations Act or arbitration under this contract shall be granted leave. In order that no employee shall suffer financial loss because of such leave, the difference between the normal salary and the compensation received for attendance during said leave shall be paid by the district. Personal business that requires a court appearance would be covered by available vacation or leave without pay.

### **Legal Responsibility - Mandatory Reporter - Child Abuse and Neglect**

Effective July 1, 1974, the State Law of Iowa requires school employees to report all instances of suspected child abuse involving students. Any employee who is a mandatory reporter and has reason to believe that a child has been abused must report such information to the Department of Human Services (DHS) who in turn will notify the parents of such concerns. Any employee who suspects child abuse should advise their principal or supervisor about their concerns. If a representative of the DHS is in your building without the presence of the principal, always ask for identification. If identification is provided, you must allow an interview to take place between the agent and the child(ren). The DHS representative will decide if you need to be interviewed. Parents DO NOT have to be contacted. This is at the discretion of the DHS representative. Any person who has knowledge of an incident of abuse of a student committed by a school employee must report the incident to their Principal or Supervisor so that appropriate action may occur.

### **Nondiscrimination**

The Cherokee Community School District is an equal opportunity/affirmative action employer. It is an unfair or discriminatory practice for any educational institution to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, age (for employment), disability, socioeconomic status (for programs), marital status (for programs), or veteran status in its educational programs and its employment practices. Affirmative steps will be taken to integrate students in attendance centers and courses. In order to monitor progress, course enrollment and other relevant data as required by the Department of Education and the Office of Civil Rights will be collected on the basis of ethnicity, socioeconomic status, and disability and shall be reviewed and updated annually. The policy may be communicated to other

agencies, organizations, businesses, and educational institutions that may provide services, scholarships, or opportunities to students. The District will attempt to only conduct business with those agencies, organizations, businesses, and educational institutions that practice equal opportunity and nondiscrimination. Non Discrimination Inquiries or grievances may be directed to:

**Superintendent, Kimberly Lingenfelter**  
600 West Bluff Street, Cherokee, IA 51012  
712-225-6767  
[klingenfelter@ccsd.k12.ia.us](mailto:klingenfelter@ccsd.k12.ia.us)

### **Professional Responsibilities**

Board policy 404 addresses employee conduct, appearance, and dress.

Staff members will be provided with an ID badge. These badges are to be worn during school work hours and school activities.

In certain circumstances employees will receive confidential information regarding students' or employees' medical, educational or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual.

### **Requirements for Certification**

If you are in a teaching position or another position requiring certification or licensing, the law makes it mandatory that you keep your certification or license current. As a certificated or licensed individual, it is your responsibility to ensure that your certificate or license is up to date. Mandatory Child and Adult Abuse Reporter Training and Bloodborne Pathogen Training are requirements for employment. Employees must provide a copy of their certificates, trainings, or licensing updates to Central Office by September 1st each school year.

### **Return to Work Policy**

All active employees who become temporarily unable to perform their regular job duties due to a compensable work-related or non work-related injury or illness may be eligible for transitory work duties within the provisions of this program. Return to work tasks may be in the form of: 1) changed duties within the scope of the employee's current position, 2) other available jobs for which the employee qualifies outside the scope of his or her current position, or 3) an altered schedule of work hours. Injured workers will

notify their supervisors in a timely manner when their condition requires an absence. Injured workers should also note that state law often requires employees to report injuries and illnesses within specific time frames in order to qualify for certain benefits and protections. Injured employees will also closely follow their medical professional's treatment plan. Injured employees will also help supervisors identify potential options for transitional duties. While supervisors are responsible for maintaining constant communication with the injured employee, the worker also has the obligation to maintain contact with Cherokee CSD about his or her condition and status. The injured worker will complete all required paperwork in a timely manner.

### **Searches**

The Cherokee Community School Board of Education has established a policy concerning searches. A complete copy of the District's search policy is available on the school website. Upon reasonable suspicion that a violation of the school's rules or policies has occurred, including violation of the substance abuse policy, or upon reasonable suspicion that a person is in possession of contraband or unauthorized items, authorized school officials may inspect lockers, desks, and work areas and anyone entering, or leaving the school premises, including students, school employees, employees of contractors or their subcontractors or agents doing business with the school, and others such as visitors and guests. To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect the lockers. Either student or another individual will be present during the inspection of lockers. Student lockers may also be searched, at any time and without advance notice, in compliance with board policy regulating search and seizure.

### **Sexual Harassment - School Employee to Student**

Cherokee Community School District strictly prohibits all sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature between any staff member, certified or noncertified, and any student or minor on or off school premises. The building principal is the Level I Investigator and it will be his/her responsibility to investigate all harassment accusations (reference Board Policy 104).

### **Staff Work Room**

Students are not allowed in the staff work room unless accompanied by a staff member. Staff members are responsible to clean up after themselves and assist in keeping the room and refrigerator neat.

## **Student Management**

The Cherokee Community School District Board of Education affirms its intent to support the district's student responsibility and discipline policies and its intent to hold district staff accountable for implementing these policies. Rules and expected behaviors will be communicated to students, parents and staff during the school year. Promoting honesty, responsibility and respect for self and others is a District expectation. Discipline is for the change of student behavior, not punishment. Preventative discipline should be practiced. Set your rules; be firm, patient, fair, pleasant, calm, confident, and consistent in following them. Set the example and teach it over and over again. Everyone shares the responsibility of supervision of students, in classrooms; in the hallways; on school grounds; and at activities, both home and away. Do your part to maintain a safe and orderly environment in and around our schools.

## **Telephone Calls/Cell Phone Use**

Normally no child, or employee working with students, will be called to the telephone during hours when school is in session. In case of emergency however, the message will be delivered. Please inform your family or friends of our telephone policy. Personal long distance calls by staff members must be made by using your own cell phone. When students are present, unless it is an emergency, staff should not be using their cell phones.

## **Tobacco Free Campuses and Substance-free Workplace**

### **Board Policy 403.5**

School district buildings, grounds, and vehicles shall be off limits for tobacco use. This requirement extends to employees and visitors. This policy applies at all times, including school-sponsored and non school-sponsored events. Persons failing to abide by this policy shall be required to discard tobacco or leave the school district premises immediately. It shall be the responsibility of all school employees to enforce this policy.

## **Uniform Allowance**

The Employer shall provide custodians two (2) uniforms in the first year of employment and three (3) uniforms per year (shirts and pants) in the second and subsequent years of employment. In the third and subsequent years of employment, custodians have the option of three (3) uniforms or \$100/year applied towards footwear and \$60/year towards jeans/pants. Hot Lunch Program Employees shall receive an allowance from the Employer of \$100.00 per year for application against the cost of uniforms. These Employees shall be reimbursed for expenditures upon presentation of receipts, from

July 1 to June 30 of the current fiscal year, to central office. The style and color of the uniform shall have prior approval of the Food Service Director.

### **Unpaid Leave**

Absence from the workplace affects the work environment and should be used only in accordance with contractual agreements. Requesting leave without pay may constitute a breach of contract and is discouraged. A request for unpaid leave will be considered after meeting with both the building principal and the superintendent of schools. Such requests should only be made if circumstances present a compelling reason for absence from the workplace.

### **Wages**

The starting wages for the positions listed below shall be set forth with the administration making the decision on the exact starting wage.

Food Service	\$11.00 per hour
Lunch Van Delivery	\$12.00 per hour
Custodian	\$12.75 per hour
Bus Driver - Route	\$47.02 per route/ \$94.03 per day
Bus Driver - Activity	\$15.00 per hour
Paraprofessional	\$11.00 per hour
Office Personnel	\$13.00 per hour

The shift differential for custodians working between 5:00 p.m. and 6:00 a.m. shall be \$.50 per hour.

All full-time employees, not placed on the teacher salary schedule, shall receive longevity pay as follows in one lump sum in June:

- \$240/year after 5 years of service to the district
- \$360/year after 10 years of service to the district
- \$480/year after 15 years of service to the district
- \$600/year after 20 years of service to the district

All part-time employees, not placed on the teacher salary schedule, shall receive half of the longevity pay.

### **Weapons or Firearms**

The possession of weapons, dangerous objects, and look-a-likes on District property, in District facilities, or at school-sponsored activities is prohibited. Violation of this policy may result in discipline, including termination. Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational purposes. Such a display shall also be exempt from this policy. Administrators will confiscate any article described in this policy/procedure using appropriate measures and, if appropriate, submit the article to a suitable law enforcement agency. School personnel shall take appropriate action in the event of an altercation involving violence and/or the use of a weapon. Incidents shall be reported immediately to the appropriate administrator.

### **Workers Compensation**

Workers Compensation is designed to provide certain health care and compensation benefits to employees who receive injuries arising out of and in the course of their employment. Work related injury and illness should be reported as soon as possible using the appropriate form provided by Central Office. Employees who need treatment are required to use providers as directed by Central Office. In the case of an emergency where an employee is seriously injured, they should seek immediate treatment.

### **Workplace Bullying**

The Cherokee Community School District is committed to preventing bullying in the workplace. Should an employee feel they are the target of bullying, they should contact their appropriate Supervisor or Central Office. Workplace bullying is not tolerated in this District.

SUBSTANCE-FREE WORKPLACE NOTICE TO EMPLOYEES

EMPLOYEES ARE HEREBY NOTIFIED it is a violation of the Substance-Free Workplace policy for an employee to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and IOWA CODE Chapter 124.

"Workplace" is defined as the site for the performance of work done in the capacity as an employee. This includes school district facilities, other school premises or school district vehicles. Workplace also includes nonschool property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

The superintendent retains the discretion to discipline an employee for violation of the Substance-Free Workplace policy. If the employee fails to successfully participate in such a program the employee is subject to discipline up to and including termination.

EMPLOYEES ARE FURTHER NOTIFIED it is a condition of their continued employment that they comply with the above policy of the school district and will notify their supervisor of their conviction of any criminal drug statute for a violation committed in the workplace, no later than five days after the conviction.

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SUBSTANCE-FREE WORKPLACE ACKNOWLEDGMENT FORM

I, \_\_\_\_\_, have read and understand the Substance-Free Workplace policy. I understand that if I violate the Substance-Free Workplace policy, I may be subject to discipline up to and including termination [or I may be required to participate in a substance abuse treatment program]. If I fail to successfully participate in a substance abuse treatment program, I understand I may be subject to discipline up to and including termination. I understand that if I am required to participate in a substance abuse treatment program and I refuse to participate, I may be subject to discipline up to and including termination. I also understand that if I am convicted of a criminal drug offense committed in the workplace, I must report that conviction to my supervisor within five days of the conviction.

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

## **Acknowledgment and Receipt**

I have received my copy of the Cherokee CSD Employee Support Staff Handbook.

The employee handbook describes important information about Cherokee CSD, and I understand that I should consult my building principal or direct supervisor regarding any questions not answered in the handbook.

Only the Board of Education of Cherokee Community School District has the ability to adopt any revisions to the policies in this handbook. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

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Employee's Signature

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Employee's Name (Print)

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Date