



CLASSIFIED EMPLOYEE HANDBOOK

Tripoli Community School District

2014-2015

THIS EMPLOYEE HANDBOOK IS NOT INTENDED TO CREATE ANY CONTRACTUAL RIGHTS IN FAVOR OF YOU OR THE SCHOOL DISTRICT. THE SCHOOL DISTRICT RESERVES THE RIGHT TO CHANGE THE TERMS OF THIS HANDBOOK AT ANY TIME.

Section I: Definitions

- A. “Board” - The Board of Directors of the Tripoli Community School District.
- B. “Full-time Classified Employees” – An employee regularly performing services on behalf of the Board for forty (40) hours per week for twelve (12) months or an equivalent of 2,080 hours per year.
- C. “Non-full-time Classified Employee” – Any employee who works less than forty (40) hours per week, twelve (12) months per year.
- D. Any employee who works under 30 hours per week for a 12-month or less period is not eligible for health insurance benefits.
- E. “Administrator” – The chief officers of each building (the superintendent, the PK-5 principal/school improvement coordinator, and/or the 6-12 principal).
- F. “Work Year” – Defined as the fiscal year of July 1 – June 30 annually.

Section II: Wages:

- A. Wage Schedule Placement for New Employees:
All new employees will start at the base pay established for each classified group.
- B. Salary Determination:
Each classified employee, based upon satisfactory evaluation of work and work habits, may receive a yearly raise in wage.
- C. Substitute Classified Employee Wage:
All substitute salaries shall be annually established by the Board of Education.
- D. Wage Scale:

| <u>Position</u> | <u>Base Salary</u> | <u>Sub Salary</u> |
|---------------------|-----------------------------------|-------------------|
| Kitchen Worker/Cook | \$8.20 per hour | \$7.90 per hour |
| Custodian | \$9.95 per hour | \$9.65 per hour |
| Bus Driver | \$10.70 per hour | \$10.70 per hour |
| Sp. Ed Driver - Van | \$9.00 per hour | \$9.00 per hour |
| Associate/Aides | \$9.20 per hour | \$8.90 per hour |
| Activity Bus Driver | \$10.00 per hour | \$10.00 per hour |
| Secretary | \$10.70 per hour | \$9.70 per hour |
| Sub Teacher | \$100.00 per day/\$50.00 half day | |
| Driver’s Education | \$275.00/\$185.00 (Teacher Pay) | |

E. Food Pricing

| | <u>Current</u> |
|----------------|----------------|
| Milk | \$.40 |
| Breakfast | \$.85 |
| Student (Elem) | \$2.15 |
| Student (HS) | \$2.25 |
| Adult | \$3.20 |

Section III: Payroll Deduction:

- A. Any classified employee may authorize, with the Board Secretary, a payroll deduction for annuities and/or health and major medical insurance premiums for individual and family premiums.
- B. The individual classified employee agrees to indemnify and hold harmless the Board, each individual Board member, all administrators and their designee against any claims, costs, or suits, or other forms of liability and all court costs and attorneys’ fees arising out of the application of the provisions for dues deductions as same are set forth above in this handbook

Section IV: Hours of Work and Overtime:

A. Hours of work:

It is understood that an individual employee’s regular working hours per day will be determined by the superintendent. Overtime and/or compensation hours will not be granted without the **PRIOR** approval of the employee’s immediate building supervisor. The superintendent will monitor overtime/comp time each week to determine if an excessive amount of overtime and/or comp time is used. All classified employees must use the time clock in their respective buildings. The time clock will be used upon arrival at work, at meal break, and upon departure from work.

B. Work Assignment:

It is understood that the superintendent shall have the right to shift secretaries, teacher associates, cooks, and custodians to other buildings as deemed appropriate to best meet the needs of the school district. In addition, the superintendent may shift custodians to outside work or painting duties when it is necessary to do this work in the summer time or during the school year as the need arises. The superintendent will make assignments to buildings or areas of a building.

C. Meal Periods and Breaks:

All meal periods shall be unpaid unless the classified employee is assigned work or has responsibilities during that time. All classified employees who work:

| <u>Work Hours</u> | <u>Break Time</u> | <u>Lunch Time</u> |
|-------------------------|---------------------------|------------------------|
| 3 hours or less per day | No Break | |
| 4 hours per day | One 15-Minute Paid Break | No Lunch Break |
| 6 hours per day | One 15-Minute Paid Break | 30-Minute Unpaid Lunch |
| 8 hours per day | Two 15-Minute Paid Breaks | 30-Minute Unpaid Lunch |

No employee may option to skip entitled breaks or lunch periods to accumulate comp time.

D. Overtime:

All work performed in excess of forty (40) hours per week shall be paid for at one and one-half (1½) times the employee’s regular hourly rate. An employee who wishes to work overtime shall have the **PRIOR** approval of their immediate building supervisor. The superintendent will monitor at each pay period the

excessive use of overtime or comp time and make adjustments accordingly. In most cases, comp time will be utilized rather than overtime pay when possible.

E. Extra Duty Pay

Classified staff members who want to receive their activity passes for themselves/spouse will be required to work two events per school year for athletic events, musical events, or dramatics and will be paid \$8.00 per hour. Employees are responsible for finding a suitable replacement if unable to work the scheduled event.

Section V: Holidays

Full-time employees shall be entitled to paid holidays listed below: (non-full-time employees' holiday pay will be pro-rated to the normal hours they work each day). No employee shall be entitled to be paid for any holiday that falls outside of his or her normal working period (e.g., employees who work only the nine months of the school year are not entitled to holiday pay for Memorial Day (if the calendar date is after the end of the school year) and Independence Day.

1. New Year's Day
2. Memorial Day
3. Labor Day
4. Thanksgiving
5. Christmas
6. Independence Day
7. President's Day

Section VI: Vacations

- A. Full-time employees and all part-time, twelve-month employees who work the full year shall be entitled to two weeks (10 days) of vacation time with pay. Paid vacation days shall be equivalent to a proration of the employees' hours worked for the twelve-month period; i.e., an employee who works nine months or 195 four-hour days (half-time) and three months or 65 eight-hour days shall receive ten days of vacation pay based on an average of five hours/day. Vacation time, with pay, may be used during the "work year" (July 1 to June 30) at a time that is mutually agreed upon by the superintendent and the employee. Starting with the 11th year, full-time employees and all part-time, twelve-month employees will get an additional one day of vacation, up to 15 years, with the total being three weeks (15 days).
- B. Vacation time is non-cumulative.
- C. Employees must have worked for one full year before becoming eligible for paid vacation time.

Section VII: Insurance

- A. Health and Major Medical Coverage/Eligibility
 1. Full-time employees will be eligible for paid health and major medical insurance at an amount equal to the second-level single plan. If the employee chooses an upgraded plan, the employee will pay the difference.

2. Non-full-time employees who work over 30 hours per week will be eligible to participate in the district's health and major medical insurance at their own expense.
3. Coverage for eligible employees will begin as of the first day of the calendar month following the date that the employee satisfies all of the eligibility requirements and shall continue to the last day of the month which employment is terminated.
4. Any employee who works under 30 hours per week is excluded from these insurance provisions.
5. A new employee who becomes newly eligible for insurance must request coverage within 30 days of employment or date of new eligibility for automatic coverage. Otherwise, satisfactory evidence of insurability will be required for coverage.
6. The Board shall provide each eligible employee with a description of the insurance coverage provided within 10 days of beginning date of starting work, which shall include a description of conditions and limits of coverage.

B. Life Insurance:

The district provides life insurance to all full-time classified employees. Employees less than full time can purchase an individual voluntary policy.

Section VIII Leaves:

A. Sick Leave:

1. Employees are granted leaves of absence with full pay for personal illness pro-rated to the number of hours worked in the following manner:

| | |
|--|---------|
| a. The first year of employment | 10 days |
| b. The second year of employment | 11 days |
| c. The third year of employment | 12 days |
| d. The fourth year of employment | 13 days |
| e. The fifth year of employment | 14 days |
| f. The sixth year of employment | 15 days |
| g. All consecutive days of employment until a maximum of 120 days is reached | 15 days |
2. The number of sick days granted shall apply only to consecutive years of employment in the Tripoli Community School District and unused portions will be cumulative to a maximum of 120 days. The maximum term of sick leave available to an employee shall be that leave that is available under FMLA law or the employee's accumulated sick leave, whichever is greater.
3. The Board shall, in each instance, require such reasonable evidence as it may desire confirming the necessity of such leave of absence.
4. Any employee absent more than his/her sick leave credit will be on leave of absence without pay status for those days that exceed his/her sick leave credit.
5. Sick leave is defined as "absence for personal illness or injury."

6. Employees may use a maximum of 5 days of their sick leave for family illness.
7. Sick leave days will be counted in $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$ and full-time days. A day of sick leave is equivalent to the number of hours worked.
8. Classified staff will have the option to trade in 15 sick days for one personal day per year.

B. Personal Leave:

1. Two (2) days of personal leave shall be granted each year. Days of personal leave may be accumulated to a total of five (5) days. Any employee not using a sick leave day during the course of a semester will receive one-half day of personal leave. Family leave will not be counted against the employee's ability to earn one-half of personal leave.
2. Notice of request for personal leave must be given in writing one week before the date of absence, except in cases of emergency, to their immediate building supervisor. Bus drivers must ask the superintendent for personal leave. All other classified employees must ask their building principal.
3. Personal leave time will be counted in $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, and full-time days.
4. Personal leave is not available the first five days or the last five days of the school year unless approved by the superintendent at his/her discretion.

C. Professional Leave:

1. Professional leave may be used only for attendance at meetings/conferences pertaining to the classified employees' job.
2. One professional leave day may be granted with the approval of the school administration. Any additional days must be mutually planned by the classified employee and the building principal and must have the approval of the superintendent.
3. A classified employee planning to use professional leave must notify his/her principal at least one (1) week in advance of his/her absence.
4. Professional days may be used for the purpose of:
 - a. Visitation to view techniques or programs for the purpose of improving job skills.
 - b. Conferences, workshops, or seminars for the purpose of improving job skills.
 - c. Workshops or training required by the Tripoli Community School District
5. If a classified employee uses their own car for professional leave, mileage will be paid on the basis of 39 cents per mile.
6. When the District requests a classified employee to use a professional day, all expenses regarding meals, lodging, registration, and mileage will be paid by the district.
7. Classified (associates) may get a \$.25 raise for attending certified Paraeducator I and II classes (must be preapproved by superintendent).

D. Maternity Leave:

1. A classified employee desiring maternity sick leave shall notify the administration by the end of the fifth month of pregnancy, that such a request will be forthcoming, in order that a suitable replacement may be found. The employee will be expected to continue to work as long as physically able. The decision as to when to begin maternity sick leave shall be based upon the written statement from the employee's physician that further working might place the employee's health in jeopardy. The Board, at their prerogative and expense, may request a second opinion from a mutually acceptable physician. FMLA rules apply.
2. The employee shall return to her position upon submission of a statement from her attending physician certifying that she is physically fit to resume her duties. This period of time shall not exceed six weeks, unless granted extended leave.
3. Upon written request from the employee, and at the sole discretion of the Board, extended leave without pay may be granted for up to the remainder of the school year if the pregnancy is terminated in cases of unusual and/or mitigating circumstances. Further, upon written request from the employee, and at the sole discretion of the Board, one additional year of extended leave without pay may be granted; however, extended leave will not be granted more than twice to any employee. The employee must notify the Board in writing by March 1 of her intention of returning to duty for the next school year. The employee will be returned to a position as nearly similar to the position formerly held as is available.
4. Sick leave may be used by an employee only in the amount of accumulated sick leave and not to extend beyond such time that the employee's physician deems the employee physically and mentally fit to return to the assigned duties of employment.
5. All fringe benefits, including Health and Major Medical Insurance, shall be continued during the leave up to the maximum of eight (8) weeks following termination of the pregnancy. The employee shall have the option of continuing insurance after the eight weeks for a period of the extended leave at the employee's expense.

E. Extended Leave of Absence - Family Illness:

1. A leave of absence without pay for up to one (1) year may be granted at the discretion of the Board for the purpose of caring for a member of the employee's immediate family who has a serious illness.
2. Serious illness and/or the need of constant care by the employee will be declared so by an M.D. or Osteopathic Physician and a written report stating such will be given to the Board.
3. Immediate family includes mother, father, mother-in-law, father-in-law, brother, sister, wife, husband, son, or daughter.

F. Immediate Family Leave:

1. Up to five (5) days of family leave will be granted when illness or injury to an immediate family member of the employee requires his/her attention.

Immediate family includes children, spouse, siblings, in-laws, or parents. Time will be counted in ¼, ½, ¾ or full-time days. Leave will be deducted from the employee's sick leave to the extent this leave is available; otherwise the leave is unpaid.

G. Bereavement Leave:

1. In case of death in an employee's immediate family (mother, father, mother-in-law, father-in-law, brother, or sister), each case will be reviewed with a maximum of five (5) days being granted with pay.
2. In case of a death of husband, wife, son, or daughter, a maximum of ten (10) days shall be granted with pay.
3. In case of death of brother-in-law, sister-in-law, grandparent, grandparent-in-law, or grandchild, a maximum of three (3) days shall be granted with pay.
4. One day will be granted to attend the funeral of a great-grandparent, aunt, or uncle, with pay.
5. Up to three (3) days per school year will be granted to attend funerals of other relatives or friends without pay.

H. Adoption:

In case of adoption of a child, up to six (6) weeks will be granted without pay. FMLA rules apply.

I. Family Medical Leave Act:

The Tripoli Community School District will abide by the provisions of The Family Medical Leave Act. Questions concerning the Family Medical Leave Act and/or application for Family Medical Leave Act may be directed to the office of the superintendent.

J. Unpaid Leave/Extended Vacation (Unpaid)

Any unpaid leave or time off must be approved by the superintendent one week prior to being absent.

Section IX: Inclement Weather and Emergency Closings

- A. In the event it becomes necessary to close the Tripoli Community Schools because of inclement weather, notification will be given to the following radio and television stations:

| | |
|---|----------------|
| KOEL (FM) 98.5 | KCRG CHANNEL 9 |
| WMT (AM) 600 | KIMT CHANNEL 3 |
| KXEL 1540 (AM) | KWWL CHANNEL 7 |
| KWAY 99.3 | |
| Iowa Alerts-Test Message (found on website) | |

- B. When the Tripoli Community Schools have been closed because of inclement weather, all full-time employees are expected to report to their work shifts as soon as safety dictates.

Section X: Evaluations

- A. Evaluation of classified employees on their skills, abilities, and competence is an ongoing process supervised by the superintendent and/or his/her designee. The goal of the formal evaluation of classified employees is to maintain classified employees who meet or exceed the Board's standards of performance, to clarify each classified employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the Board, and to develop a working relationship between the administrators and other employees.
- B. It is the responsibility of the superintendent to ensure classified employees are formally evaluated every third year; however, classified employees may be evaluated every year if there is a need. New and probationary classified employees may be evaluated twice a year.

Starting in the 2011-12 school year, the Tripoli School has hired former AEA 267 Special Needs Associates. These employees will be first-year employees of the Tripoli School District.

If a reduction of staff occurs within the former AEA 267 associates, the district will consider seniority between these employees. However, if the reduction occurs within all classified (associates), former AEA 267 associates will be considered first-year employees who started in the 2011-12 school year.

Examples:

Reduction of One Associate – The superintendent could/would take and reduce a former AEA 267 employee because of first-year status.

Reduction of One Special Needs Associate – This would be based on seniority of 2011-12 former AEA 267 associates. Associates with least seniority will be reduced.