

# NORTH UNION COMMUNITY SCHOOL DISTRICT

CERTIFIED STAFF HANDBOOK  
2018-2019

## SECTION 1 INTRODUCTION

### A. Applicability

This Employee Handbook will apply to all full time and regular part-time certified instructional personnel. It does not apply to Administrative personnel (Superintendent and Principals), teacher aides, nurses, bus drivers, cooks, custodians, other non-instructional staff or 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 North Union 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 will be maintained solely by the District. The Board of Directors of the North Union 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 will be effective upon being approved or accepted by the Board of Directors of the North Union Community School District or its duly authorized representatives. It will be in effect for the duration of the work 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 will be deleted from this Employee Handbook to the extent that it violates the law. The remaining sections and language will remain in full force and effect.

### E. Definitions

1. The term "Board", as used in this handbook, will mean the Board of Directors of the North Union Community School District or its duly authorized representatives.
2. The term "District", as used in this handbook, will mean the North Union Community School District.

3. The term "employee", as used in this handbook, will mean all full-time and regular part-time certified instructional personnel. The term will not mean Administrative personnel (Superintendent and Principals), teacher aides, nurses, bus drivers, cooks, custodians, other non-instructional staff or substitute employees.
4. The term "Association," as used in this handbook, will mean the North Union Education Association.

## SECTION 2 WAGES AND SALARIES

- A. The regular salary of employees covered by this handbook is set forth in Schedule A, which is attached to and incorporated in this handbook.
- B. Credit for Experience

Credit up to step ten (10) of any salary level on the salary schedule shall be given for previous outside teaching experience in a duly accredited school system upon initial employment, provided that said experience was within ten (10) years of said employment. Special exception may be made by the Board in the event of difficult to fill positions, late resignations, death or lack of applicants for openings in the District. In the event such exceptions are made, the District will inform the Association of the exception, the reasons for it and the level at which the employee is placed. In no case shall a new hire be given credit for more years than those for which they have actual teaching experience, nor will they be placed in a lane for which they do not have the required hours.

- C. Extended Year Contract Rate

The salary schedule is based upon a 190 day work year with 180 teaching days. Certain specified holidays in the calendar will count toward the ten (10) day difference in the 180 and 190 day contract. The remaining of the extra ten (10) days may be used for various workshops and in-service training days at the discretion of the District or Superintendent, but not to exceed the 190 day total. Any employee who works beyond the 180/190 days will be additionally compensated at a 100% per diem rate of the employee's contracted salary.

- D. Horizontal and Vertical Advancement

Each employee will move one vertical step per year of experience (this provision will not apply for 2018-19). Horizontal advancement occurs when requirements have been met for that lane. Salaries on the supplemental pay schedule will be determined using the supplemental base (see Schedule B). Beginning employees will be placed on Step 1 of the salary schedule. An employee will notify the Superintendent and the Association by February 1 of anticipated lane changes for the next school year. Courses to qualify for

lane changes must be graduate hours. Transcripts shall be provided to the Superintendent by September 1 of the new contract year.

E. Compensation for Additional Hours

Compensation for additional hours approved by the District will be paid at the rate of \$25.00 per hour. This does not include the compensation rate for extended year contracts.

F. Distribution of Teacher Compensation Allocation

All TSS Authority is fully incorporated into Schedule A.

SECTION 3 SUPPLEMENTAL PAY

A. Extra-curricular Activities

The co-curricular activities (paid and unpaid) as approved by the District/Administration (Schedule B) shall be covered by school insurance.

B. Coaches and sponsors shall be paid on the following scale for driving buses to extra-curricular events:

1-24 miles	\$12.00
25-49 miles	\$17.00
50 and over	\$22.00

SECTION 4 INSURANCE

A. The District agrees to provide all employees the following paid insurance protection for twelve consecutive months. Employees new to the District shall be covered by District provided insurance no later than September 1 or March 1 of the school year. The carrier shall be mutually agreed upon by the Association and the District.

B. Health and Major Medical:

The District will pay \$635 toward the cost of plans 2-8 from Iowa Star School Insurance for medical insurance coverage for group hospitalization and major medical insurance for employees, pro-rated for contract time. For ongoing employment, this amount will be effective July through June.

1. All employees will be required to purchase single or family medical insurance coverage through the District. (Note, exceptions in 2014 side letter.) The balance of costs will be deducted monthly from employee salary payments. Upon discontinuing employment with the District, any insurance increases and other

payroll deductions for July and August will be taken out of the employee's June pay.

2. If the employee's cost for coverage utilized is less than the allowance, the difference will be added to the contract salary and taken in cash. When spouses are both employed by the District, each shall receive their respective allowances.

C. Workers Compensation

Each employee shall be covered by workers compensation insurance paid for by the District. Coverage shall be in compliance with the Iowa Code.

D. School Liability

All employees shall be covered by a District financed liability insurance according to the Iowa Code.

E. Long-Term Disability

The District agrees to pay the full cost of the long-term disability insurance plan for each employee.

F. Dental

Each full-time employee shall be covered by a dental insurance policy that will be paid for in full by the District.

G. Life

Each full-time employee shall be covered by a \$10,000 life insurance policy that will be paid for in full by the District.

## SECTION 5 SICK LEAVE

- A. All employees shall be granted leave for personal and family illness or injury, with full pay, in the following amounts:

First year of employment	10 days
Second year of employment	11 days
Third year of employment	12 days
Fourth year of employment	13 days
Fifth year of employment	14 days
Sixth and subsequent years of employment	15 days

- B. These amounts shall apply to consecutive years of employment in the North Union, Armstrong-Ringsted, or Sentral Community School Districts.
- C. The unused sick leave days shall be accumulated to a total of 120 days. Employees shall be reimbursed in June, \$10.00 per day for any unused sick leave days over the 120 cumulative days.
- D. The District shall, in each instance, require such reasonable evidence as it may desire to confirm the necessity of such leave of absence. The District may request medical documentation.
- E. Sick leave may be used in half-day increments when appointments cannot be scheduled outside the work hours and cannot be covered in house.
- F. If upon discontinuing employment with the District, an employee has accumulated seventy-five (75) days or more of sick leave, the employee will be awarded \$20.00 for each unused day of sick leave accumulated.

## SECTION 6 TEMPORARY LEAVES OF ABSENCE

### A. Other Leave

1. Employees who cannot be excused from jury duty or who are called upon to be a witness in court shall receive their regular pay during their absence, provided they agree to return to the District any funds received for their services, up to but not to exceed their regular rate of pay. All mileage received for such duty shall be retained by the employee.
2. Three (3) days of personal leave are granted to employees each year and are non-cumulative. All requests for personal leave must be filed with the Superintendent or designee at least three (3) days in advance of the date requested except in extenuating circumstances. Employees may use personal leave on work days/professional development days where members of the employee's family are participating in significant family events such as graduations, weddings or District sponsored events and state District events. Members of the employee's family shall be limited to spouse or significant other, children, parents, grandchildren or brothers and sisters of the employee. Employees shall be reimbursed in June, \$70.00 per day for any unused personal leave days. If substitute employees are unavailable, the use of personal leave will be restricted to two (2) employees per day per school building.
3. Employees are allowed a maximum of ten (10) days leave with full pay in the event of the death of a husband, wife, mother, father, son, daughter, brother, and sister. After ten (10) days per year, more days may be granted with Administrative approval. A maximum of five (5) days leave will be granted in the event of the death of a grandmother, grandfather, grandchild, mother-in-law,

father-in-law, sister-in-law, brother-in-law, aunt, and uncle. After five (5) days per year, more days may be granted with Administrative approval.

4. All employees will be allowed to attend funerals they feel necessary, up to one (1) day, with full pay. Administrative approval would still need to be obtained in advance of the date(s) to be missed for said funeral(s).
5. Employees may be granted emergency leave by the Superintendent for reasons of fire, a natural disaster, a critical illness among members of the employee's family except as provided below:
  - a. Such leaves shall not exceed three (3) days for each separate illness. For purposes of this paragraph, "members of the employee's family" shall be limited to spouse, children, parents, grandchildren or brothers and sisters of the employee. The term "family" shall also include individuals not related to the employee, but with whom the employee developed a similar personal relationship during childhood such as stepsisters, stepbrothers or stepparents. Also, included would be a relative or other individual who raised the employee to adulthood or was in loco parentis to the employee's childhood.
  - b. The Superintendent may allow the maximum to be increased to five (5) days per illness. In doing so, the Superintendent shall consider but not be limited to such factors as travel time involved, the duration of the illness, the closeness of the employee, the number of prior emergency leaves taken or similar policies of the District.
  - c. The employee may be required to submit a statement from the patient's medical doctor stating the date, time, and duration of the critical or worse status.

## B. Association

A leave of absence without pay for up to one year shall be granted to any employee for the purpose of serving as an officer of the state or national Association. Upon return to duty with the District, the employee will be placed at the next step on the salary schedule above the position the employee was at the time the employee requested a leave of absence and shall maintain fringe benefits accrued before the employee left the system. An employee wishing to return must notify the Superintendent of the employee's intent by April 1 otherwise the contract will be terminated. In addition, the Association will have two (2) Association days per year. The Association will pay for the cost of a substitute for the second day. The Association will indicate days to be used and who will take them to the Superintendent two (2) weeks in advance.

C. Professional Leave

Employees may request permission to attend professional workshops, conferences or in-state convention with the approval of the Principal and Superintendent. All out of state professional meetings or conventions must have permission of Principal, Superintendent, and Board.

D. Military

Leave of absence shall be granted for any period of active state or federal military service. Such military leave shall be without loss of status or efficiency rating and without loss of pay during the first 30 days of such leave as provided in the Iowa Code. On completion of such military service, the employee shall be entitled to resume the position formerly held without loss of salary or benefits that would have been received had such leave not been taken. Any employee whose military leave exceeds a continuous period of six (6) months shall make application for reinstatement to the Superintendent or designee and return to employment within 90 days after termination of such military service.

E. Family and Medical Leave Act

Employees are entitled to family and medical leaves to the same extent and subject to the same terms and conditions as set forth in the Family and Medical Leave Act of 1993 and the federal regulations implementing the Act.

F. Unpaid Leaves

1. Unpaid leave may be granted with District or its designee approval when a suitable replacement is available for the following purposes:
  - a. Educational Improvement of up to one (1) year, with appropriate application, at an accredited college or university, reasonably related to professional responsibilities.
  - b. Family illness leave for up to one (1) year for the purpose of caring for a sick or injured member of the employee's immediate family.
  - c. Other temporary leaves for good and sufficient reason.
  - d. Sabbatical leave, as requested for up to one year for any Employee with five (5) years tenure in the North Union, Armstrong-Ringsted or Sentral Community School Districts. Said leave can be taken only once in every five (5) years and shall be limited to two employees in any one school year.



2. Upon return from unpaid leave, the employee shall be placed at no less relative position in the salary schedule as the employee had upon taking leave and shall retain sick leave benefits. The employee will retain seniority status and have the option to pay for insurance benefits within the guidelines of the group insurance plan during the year of unpaid leave.
3. When a leave application is rejected, the Employee will be given written notice of reason(s) promptly.

## SECTION 7 HOURS OF WORK

- A. The work day shall begin at 7:45 a.m. and end at 3:45 p.m., with the following exceptions: on Fridays, on days when school activities require the presence of employees back at school in the early evening, on days when school dismisses early due to inclement (heat or winter storms) weather and/or holidays, employees may leave at the time of dismissal after the buses have departed. If driving conditions pose a threat to employee safety, those who do not live in the community of the building in which they work, may leave at dismissal time. In the event that school should be delayed, employees will be required to report at a time corresponding to the delay. Adjustments to these hours may be made by mutual agreement between the employee and the employee's building supervisor. Administrative decisions to adjustments shall be grievable only by the Association.
- B. Employees will attend in-service meetings, staffings, meetings with parents, NCA, and other evaluations, and other special meetings or events as well as do their fair share with work assigned at games, concerts, and other school events. See Addendum I.
- C. All high school and middle school employees shall have a preparation time of at least one period per day. Elementary employees will have a minimum of 3 1/2 hours per week in addition to recess breaks for preparation time. Adjustments to these hours may be made by mutual agreement between the employee and his/her building supervisor.
- D. Employees will be allowed to have input on setting the school calendar.

## SECTION 8 GRIEVANCE PROCEDURES

- A. Definitions
  1. A "Grievance" shall mean a claim by an employee that a dispute or disagreement of any kind exists involving interpretation or application of the terms of this handbook.
  2. A "Party of Interest" is the employee or employees making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

3. "Days" shall mean employee work days, except as otherwise indicated. If the stipulated time limits are not met, the employee shall have the right to appeal the grievance to the next level of the procedure.

B. Rights to Representation

1. If, in the judgment of the Association, a grievance exists, the Association may process such grievance through all levels of the procedure, even though there is no employee who wishes to do so. Class grievances involving more than one supervisor and grievances involving an Administrator above the building level may be filed by the Association at Step Three.
2. In matters dealing with alleged violations of the Association's rights, the grievance shall be initiated at Step Three.
3. The Association, on its own, may continue and submit to arbitration any grievances filed and later dropped by an employee, provided that the grievance involves the application or interpretation of the handbook.

C. Individual Rights

An employee may be represented at all stages of the grievance by himself/herself, or, at the employee's option, by an Association representative selected by the Association. If an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

D. Procedure

1. Step One:

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

2. Step Two:

Within a reasonable amount of time following the act or condition which is the basis of the grievance, the employee may present the grievance in writing to the immediately involved supervisor, who will arrange for a meeting to take place within ten (10) days after receipt of the grievance. The employee and/or the Association and the supervisor shall be present for the meeting. The supervisor shall provide the employee and the Association with a written answer to the grievance within ten (10) days after the meeting. Such answer shall include the reasons upon which the decision is based.

3. Step Three:

If the employee is not satisfied with the disposition of the grievance at Step Two, or if no decision has been rendered, within ten (10) days after presentation of the grievance, the grievance may be referred to the Superintendent or designee. The Superintendent shall arrange for a hearing with the employee and the Association to take place within ten (10) days of the Superintendent's receipt of the appeal. The parties in interest shall have the right to include in the representation such witnesses and representatives as they deem necessary to develop facts pertinent to the grievance. Upon conclusion of the hearings, the Superintendent will have ten (10) days to provide a written decision, together with the reasons for the decision to the Association.

E. No Reprisals

No reprisals of any kind will be taken by the District or the Administration against any employee because of the employee's participation in this grievance procedure.

F. Cooperation of District and Administration

The District and the Administration shall cooperate with the Association in its investigation of any grievance, and, further, shall furnish the Association such information as is requested for the processing of any grievance.

The number of days at each level should be considered as a maximum and every effort should be made to expedite the process. The failure of an employee or the Association to act on any grievance will amount to a waiver of the alleged grievance and act as a bar to further appeal of the grievance. An Administrator's failure to give a decision within the prescribed time limits shall permit the employee to proceed to the next step. The time limits may be extended by mutual agreement.

G. Personnel Files

All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

H. Grievance Forms

Forms for filing grievances, serving notices, taking appeals, reports and recommendations, and other necessary documents will be prepared jointly by the Superintendent and the Association so as to facilitate operation of the grievance procedure (see Schedule D). The costs of preparing such forms shall be borne equally by the District and the Association.

## SECTION 9 REDUCTION OF STAFF

### A. Coverage

All Employees under this handbook with the exception of employees assigned to federally funded programs.

B. The Administration, with District approval shall have the right to determine when and where it is necessary to have a reduction of staff. Attrition will be used when possible. If not possible, continuous years of teaching in the North Union, Armstrong-Ringsted or Sentral Community School Districts will have preference over a person with the same qualifications. Leaves of absence will not interrupt an employee's continuous years of teaching.

C. If reduction in staff cannot be adequately accomplished in accordance with the above paragraph, the District shall lay off employees according to the following criteria with equal consideration given to those listed:

1. Total experience in other school systems.
2. Relative skill or ability as determined by factors including but not limited to performance evaluations.
3. Amount of college preparation in grade level or subject matter area.

D. Extra Duty assignment performance shall not be a factor in determining staff reduction.

E. The District shall notify the Association in accordance with the Iowa Code.

### F. Notification

The Administration shall provide written notice to each employee who may possibly be laid off by staff reduction in accordance with the Iowa Code. Such notice shall contain specific reasons for reduction of staff.

### G. Recall Rights

Any employee laid off pursuant to this handbook shall have recall rights to any position vacant for which the employee is qualified until July 15 the following year and shall be recalled to an available position in inverse order of layoff. Upon notification of a position available and a refusal of the position, the employee shall waive the right to further recall. If layoffs occur on the same date, recall shall be based upon seniority in the system. Former employees on layoff shall have the right to grieve recall procedures during their period of layoff status.

#### H. Benefits

Any employee re-employed by exercising the employee's recall rights shall be granted only those salary and related benefits that existed prior to the employee's layoff.

#### I. Resignations and Terminations

Recall rights are reserved only for those employees who were laid off or resigned due to a staff reduction notice. Employees who have resigned or have been laid off pursuant to this section and who are under employment with another school district have no benefits under this section.

#### J. Requirements

1. Employees are responsible for written notification to the District by January 1 that they desire to be on recall for the upcoming year.
2. Employees are responsible for notifying the District of their current address during the time of eligibility for recall and of any new certification.
3. The District is responsible for notifying employees on layoff and who desire recall by certified mail when pending vacancies occur.
4. If any employee fails to respond, either by personal service or acceptance or by certified mail, to the notification of a pending vacancy within fifteen (15) days after the receipt of the above notice of recall, the employee will be deemed to have refused the position offered.

### SECTION 10 HEALTH AND SAFETY

- A. When a physical examination is requested, an employee shall file a written report of a medical examination certifying that the employee has the fitness to perform the tasks assigned. Such examination is to be performed by a medical doctor. The medical examination shall be filed with the Superintendent on or before October 1. The District will reimburse each employee who is enrolled in the insurance program up to \$60.00 toward the cost of each required medical examination (for any portion of the first \$60.00 not paid by insurance).
- B. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks that endanger their health, safety or wellbeing.
- C. The District recognizes its responsibility to give reasonable support and assistance to employees with respect to the maintenance of control and discipline in the classroom. When it appears that a particular student requires the attention of special employees, special counselors, social workers, law enforcement personnel, physicians or other

professional persons, the District will take reasonable steps to assist the employee with respect to such students.

- D. No employee shall be requested or required to search for a bomb.

## SECTION 11 AUTHORIZED DEDUCTIONS

A deduction for a contribution to a tax sheltered annuity will be made from an employee's salary payments upon the District's receipt of proper authorization from the employee.

## SECTION 12 TRANSFER PROCEDURES

### A. Definitions

1. The unwilling movement of an employee to a different grade level, subject area, or building is an involuntary transfer.
2. The willing movement of an employee to a different grade level, subject area, or building is a voluntary transfer.

### B. Notification

Employees shall be notified of vacancies when they occur via the school email system.

### C. Filing Requests

Employees who desire a change in grade and/or subject assignment or who desire to transfer to another building may file a written statement of such desire with the Superintendent. Such statement shall include the grade(s) and/or subject(s) 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 requests for transfers and reassignments for the following year shall be submitted not later than May 1 or December 1 for the second semester.

### D. Qualified Volunteers

No position shall be filled by means of involuntary transfer or reassignment if in the opinion of the District or its designee there is an acceptable and qualified volunteer available to fill said position. A voluntary transfer may occur with the approval of the Principal(s) involved, and if a suitable replacement can be found for the transferee.

### E. Notice

Notice of an involuntary transfer or reassignment shall be given in writing to the employee(s) as soon as practical and in no case later than May 1 unless the need for such

transfer arises after such date, in which case the reasons for such delay will be given to the employee(s) in writing.

F. Reason for Transfer

1. An involuntary transfer or reassignment shall be made only after a meeting between the employee involved and the Superintendent at which time the employee shall be given written reasons(s) therefore.
2. Before a transfer, voluntary or involuntary, may take place, a vacancy must exist for which the transferee is qualified.

SECTION 13 EVALUATION PROCEDURES

A. Notification and Orientation

1. An orientation meeting shall be held within the first ten (10) contract days with all employees. The purpose of this meeting will be to review the Iowa Teaching standards, the evaluation procedures included in this handbook, and the District's evaluation plan. No evaluation shall take place until this orientation meeting has been held.
2. An employee's building Principal shall be the employee's primary evaluator. However, any District Administrator may be called upon for multiple evaluation purposes.

B. Procedures for Tier 1/Beginning Employees

1. Employees in their first or second year of the profession shall be considered Tier 1/Beginning employees.
2. The evaluation cycle shall consist of both formal and informal observations initiated by the evaluator.
3. The evaluator shall conduct a minimum of three (3) formal observations and a minimum of three informal observations or walkthroughs.
4. At least one of the formal observations shall include a pre-observation and a post-observation conference between the evaluator and the employee. Other formal observations will include a pre-observation and post-observation conference if an employee requests them.
5. These observations shall be spread over a period of time to allow for professional growth and shall be concluded by April 15 of each year.

6. The evaluator will conduct a minimum of one summative conference in year one by April 15. The employee will participate in the summative conference and it will be documented as required by the State of Iowa.
7. In year two, the evaluator will conduct a comprehensive review on or before April 15. The employee will participate in this review. This review will be submitted in writing to the Superintendent and one copy provided to the employee.

C. Procedures for Probationary Career Employees

1. A career employee in the employee's first two years in the District is also a probationary employee.
2. The evaluator will conduct a minimum of three formal observations and a minimum of three informal observations or walkthroughs for the probationary career employee.
3. At least one of the formal observations shall include a pre-observation and a post-observation conference between the Administrator and the employee. Other formal observations will include a pre-observation and a post-observation conference if an employee requests them.
4. These observations shall be spread over a period of time to allow for professional growth and shall be concluded by April 15.
5. On or before April 15, the evaluator shall conduct a comprehensive review. The employee will participate in this comprehensive review. This review will be submitted in writing to the Superintendent and one copy provided to the employee.

D. Procedures for Career/Tier 2 Employees

1. A career employee has earned a regular license. The evaluator will establish a three-year evaluation cycle for a career employee.
2. Individual Career Development Plan (ICDP)
  - a. During year one of the cycle, each career employee will develop an individual career development plan linked to the District's career development plan. This plan must be submitted to the evaluator by October 1 of the year following the conclusion of the employee's previous career development plan. Employees may work collaboratively with other employees in developing career development plans. Each employee must submit the employee's own individual plan and be accountable for the goals in that plan.



- b. Within fifteen (15) days of submission of the plan, the evaluator and the employee will meet to discuss whether the plan:
  - 1. Attempts to improve the teaching and learning process.
  - 2. Improves student achievement.
  - 3. Reflects continuing professional growth in the areas of the Iowa Teaching Standards and Criteria.
  - 4. Is aligned to the District's Comprehensive School Improvement Plan.

After they have reviewed the plan, the evaluator may suggest modifications to the plan. If the employee agrees with the suggested modifications of the plan, they will be made and the plan will be approved, dated and signed by the employee and the evaluator. If the employee declines to make the suggested modifications, the plan will be accepted as submitted, dated and signed by the employee and the evaluator.

- c. The employee and the evaluator may mutually agree to modify the plan. Such modification will be in writing and dated.
- d. Each year the evaluator and the employee will meet by April 15 to review the progress the employee has made on the goals of the Individual Career Development Plan. At the completion of the meeting both the evaluator and the employee will sign and date the annual update form. The form will be placed in the employee's personnel file and one copy provided to the employee.
- e. The evaluator will complete a written review in the third year after both the employee and the evaluator have met regarding the employee's progress in meeting the goals of the plan. The primary criteria for the written review shall be:
  - 1. Impact on student achievement.
  - 2. Use of successfully researched based practices.
  - 3. Linkage to the District's Comprehensive School Improvement Plan and Career Development Plan.
  - 4. Advancement of Professional Skills.

### 3. Performance Review

- a. Each career employee will have a summative review every three years. When an employee is assigned to more than one building in the District, the Superintendent shall designate a primary evaluator. Ordinarily, the primary evaluator will be the Principal to which the employee is assigned for the majority of the employee's time. When an employee is shared with

another school district, the employee shall be evaluated by the District holding the employee's contract.

b. Formal Observations:

The evaluator may formally observe a career employee at any time the evaluator determines; however, the evaluator must formally observe the employee a minimum of at least one time in year three of the cycle. At least one formal observation shall include a pre-observation and a post-observation conference between the evaluator and the employee. Other formal observations will include a pre-observation and a post-observation conference if the employee requests them. Whenever a post-observation conference is held, the employee will be presented with the evaluator's written comments. Both the evaluator and the employee will sign this written report. The employee's signature does not necessarily mean agreement with the report. The employee will be provided a copy of the report.

c. Informal Observations:

During each year of the cycle, the evaluator shall conduct a minimum of three informal observations or walkthroughs. If the evaluator observes unsatisfactory performance, the evaluator shall write up a report and present the employee with a copy within five (5) days of the informal observation. The employee may request a meeting with the evaluator to discuss the report. When a complaint is received about an employee and the complaint is to be placed in the employee's personnel file, a copy of the complaint or a written summary of the complaint will be provided to the employee within five (5) days after the complaint/written summary is placed in the file. The employee may submit a written response to the complaint/written summary within ten (10) days of such notification. The response will be attached to the complaint/written summary.

d. Three-Year Summative Review:

Before March 15 of the third year of the cycle, the employee and the evaluator shall mutually agree upon a date to conduct the three-year summative review. If an agreement on a date is not reached, the evaluator will present two dates and times for the meeting to the employee who will in turn select one of the two dates and times. The employee will provide the evaluator with materials and documentation linking the employee's performance to the Iowa Teaching Standards and Criteria. When the evaluator determines that the career employee has demonstrated competency in the Iowa Teaching Standards and District Standards and growth in the goal areas, the evaluator and the employee will begin to discuss future goals to be included in the next Career Development Plan.

When the evaluator determines that the employee is not meeting the Iowa Teaching Standards or any other standards or criteria established by the Board, then those standards not being met must be identified. A date for a conference to develop an assistance plan will be determined. Both the employee and the evaluator will sign the three-year comprehensive report. The report will also be dated. The evaluator will present the employee with a copy of the three-year comprehensive report. The employee may attach a written response to this report.

- e. By April 1 of the third year of the cycle, the evaluator shall make one of the following recommendations to the Superintendent:
  - The employee has demonstrated competency in the Iowa Teaching Standards and District Standards and growth in the goal areas.
  - The employee has not demonstrated competency in the Iowa Teaching Standards and District Standards and growth in the goal areas and the evaluator has determined that the employee is in need of intensive assistance.

E. Intensive Assistance (Tier 3)

1. An employee will be placed on intensive assistance when the evaluator determines, at any time, that as a result of the employee's performance, the employee is not meeting one of the following:
  - a. District expectations under the Iowa Teaching Standards 1-7 and Criteria (Standard 8 is excluded).
  - b. Individual Career Development Plan (ICDP).
  - c. Any other standards and criteria established by the Board.
2. Intensive assistance may begin at any time but is not to exceed six (6) months in duration. When an employee is placed on intensive assistance, the following will occur:
  - a. A letter will be sent by the evaluator to the employee notifying the employee that the employee is being placed on intensive assistance.
  - b. A copy of the notification will be sent to Superintendent, provided to the employee, and placed in the employee's personnel file.
  - c. A conference will be held between the employee and the evaluator to develop an assistance plan that will include a specific statement of concerns related to one or more of the Iowa Teaching Standards, the Individual Career Development Plan, and/or District expectations and strategies to be applied in achieving the goals, intended timelines for the

strategic actions, and the specific criteria for evaluating the successful completion of the plan.

3. The review of the employee in intensive assistance shall be conducted by the evaluator. At the conclusion of the designated timeframe, one of four recommendations shall be made:
  - a. The problem is resolved and the employee is removed from intensive assistance.
  - b. Progress is noted, the timeline is extended, but may not exceed an additional six (6) months, and work continues in the assistance phase.
  - c. The problem is not resolved and/or inadequate progress is noted. Action may then be taken by the District to: (1) terminate the employee's contract immediately; (2) terminate the employee's contract at the end of the school year; or (3) continue the employee's contract for a period not to exceed one year.

F. Other Provisions

1. **Written Response:** An employee may add a written response to the employee's three-year comprehensive report within ten (10) days after receipt of the report. Such written response must be presented to the evaluator and it will be attached to the report.
2. **Grievance:** An employee who disagrees with the employee's evaluation may file a grievance as provided in this handbook. The intensive assistance phase (Tier 3) is not subject to grievances. Consistent with section 279.14(2) of the Iowa Code, the District is not required to arbitrate any pending evaluation grievance that was filed before or after the termination action was commenced.
3. **Personnel File:** An employee shall have the right to inspect and copy the contents of the employee's personnel file under the supervision of the Superintendent or designee. Such inspection shall be limited to the contents dated after the employee's employment with the District commenced.
4. **Representation:** An employee may have a representative present at any meeting involving the three-year comprehensive review or other evaluation conference.

SECTION 14 IN-SERVICE

A committee for in-service implementation will be established to determine the content and activities of District in-services. This committee will consist of all District Administrators and an equal number of employees to be selected by the bargaining unit. Each member of the committee shall have one vote, with a majority consensus required before implementation of the in-service activities. In-service activities for the up-coming school year should be determined prior to May 15 of the prior school year. Exceptions to this would be state or federally mandated

in-services. Any variance from the agreed in-service plan must be approved by the majority of the committee. Cost of any in-service will be borne by the District.

SECTION 15 SCHEDULE A – SALARY SCHEDULE

**SCHEDULE A: SALARY SCHEDULE 2018-2019**

	Base 28095						Salary Overlay 6123							
							0.035	0.035	0.035	0.035	0.035	0.035		
	<b>BA</b>	<b>BA10</b>	<b>BA20</b>	<b>BA30</b>	<b>MA</b>	<b>MA15</b>		<b>BA</b>	<b>BA10</b>	<b>BA20</b>	<b>BA30</b>	<b>MA</b>	<b>MA15</b>	
<b>1</b>	34218	35201	36185	37168	38151	39135		<b>1</b>	1.000	1.035	1.070	1.105	1.140	1.175
<b>2</b>	35201	36185	37168	38151	39135	40118		<b>2</b>	1.035	1.070	1.105	1.140	1.175	1.210
<b>3</b>	36185	37168	38151	39135	40118	41101		<b>3</b>	1.070	1.105	1.140	1.175	1.210	1.245
<b>4</b>	37168	38151	39135	40118	41101	42085		<b>4</b>	1.105	1.140	1.175	1.210	1.245	1.280
<b>5</b>	38151	39135	40118	41101	42085	43068		<b>5</b>	1.140	1.175	1.210	1.245	1.280	1.315
<b>6</b>	39135	40118	41101	42085	43068	44051		<b>6</b>	1.175	1.210	1.245	1.280	1.315	1.350
<b>7</b>	40118	41101	42085	43068	44051	45035		<b>7</b>	1.210	1.245	1.280	1.315	1.350	1.385
<b>8</b>	41101	42085	43068	44051	45035	46018		<b>8</b>	1.245	1.280	1.315	1.350	1.385	1.420
<b>9</b>	42085	43068	44051	45035	46018	47001		<b>9</b>	1.280	1.315	1.350	1.385	1.420	1.455
<b>10</b>	43068	44051	45035	46018	47001	47985		<b>10</b>	1.315	1.350	1.385	1.420	1.455	1.490
<b>11</b>	44051	45035	46018	47001	47985	48968		<b>11</b>	1.350	1.385	1.420	1.455	1.490	1.525
<b>12</b>	45035	46018	47001	47985	48968	49951		<b>12</b>	1.385	1.420	1.455	1.490	1.525	1.560
<b>13</b>	46018	47001	47985	48968	49951	50935		<b>13</b>	1.420	1.455	1.490	1.525	1.560	1.595
<b>14</b>	47001	47985	48968	49951	50935	51918		<b>14</b>	1.455	1.490	1.525	1.560	1.595	1.630
<b>15</b>	47985	48968	49951	50935	51918	52901		<b>15</b>	1.490	1.525	1.560	1.595	1.630	1.665
<b>16</b>	48968	49951	50935	51918	52901	53885		<b>16</b>	1.525	1.560	1.595	1.630	1.665	1.700
<b>17</b>	49951	50935	51918	52901	53885	54868		<b>17</b>	1.560	1.595	1.630	1.665	1.700	1.735
<b>18</b>	50935	51918	52901	53885	54868	55851		<b>18</b>	1.595	1.630	1.665	1.700	1.735	1.770
<b>19</b>	51918	52901	53885	54868	55851	56834		<b>19</b>	1.630	1.665	1.700	1.735	1.770	1.805
<b>20</b>	52901	53885	54868	55851	56834	57818		<b>20</b>	1.665	1.700	1.735	1.770	1.805	1.840

SECTION 16 SCHEDULE B – SUPPLEMENTAL SALARY SCHEDULE

Base - \$29,150

	%	\$
Head High School Football.....	12.50%	\$3,644
Assistant High School Football .....	9.50%	\$2,769
Head High School Volleyball .....	12.50%	\$3,644
Assistant High School Volleyball.....	9.50%	\$2,769
Head High School Basketball .....	13.25%	\$3,862
Assistant High School Basketball.....	10.50%	\$3,061
Assistant High School Wrestling .....	10.50%	\$3,061
Head High School Track.....	12.00%	\$3,498
Head High School Golf.....	8.00%	\$2,332
Head High School Baseball .....	12.50%	\$3,644
Assistant High School Baseball .....	9.50%	\$2,769
Head High School Softball .....	12.50%	\$3,644
Assistant High School Softball .....	9.50%	\$2,769
Head Junior High Football.....	5.50%	\$1,603
Assistant Junior High Football.....	3.75%	\$1,093
Head Junior High Volleyball .....	5.50%	\$1,603
Assistant Junior High Volleyball .....	3.75%	\$1,093
Head Junior High Basketball .....	5.50%	\$1,603
Assistant Junior High Basketball .....	3.75%	\$1,093
Head Junior High Baseball .....	5.50%	\$1,603
Head Junior High Softball .....	5.50%	\$1,603
Head Junior High Track.....	5.50%	\$1,603
High School Cheerleading .....	8.00%	\$2,332
Junior High Cheerleading .....	2.00%	\$583
Drill/Dance Team .....	6.00%	\$1,749
Large Group Speech .....	3.75%	\$1,093
Assistant Large Group Speech.....	3.25%	\$947
Small Group Speech .....	3.75%	\$1,093
Assistant Small Group Speech.....	3.25%	\$947
High School Quiz Bowl.....	5.00%	\$1,458
High School Mock Trial .....	5.00%	\$1,458
High School Newspaper .....	3.75%	\$1,093
High School Student Council.....	2.50%	\$729
Junior Prom Sponsor.....	4.00%	\$1,166
NHS Sponsor .....	2.00%	\$583
Yearbook Sponsor.....	8.00%	\$2,332
Musical Director .....	4.50%	\$1,312
Musical (vocal) .....	5.25%	\$1,530
Musical (instrumental).....	4.25%	\$1,239
Musical (Art Director) .....	3.00%	\$875
High School Spring Play.....	2.25%	\$656
High School Vocal Activities .....	8.25%	\$2,405
High School Pep Band.....	5.25%	\$1,530
High School Jazz Band.....	5.25%	\$1,530
High School Band Contest.....	5.25%	\$1,530
High School Summer Band .....	13.50%	\$3,935
Junior High Play/Musical .....	2.25%	\$656
Middle School Summer Band.....	12.00%	\$3,498

SECTION 17 SCHEDULE D – GRIEVANCE FORM

Distribution of Form

- 1 Association \_\_\_\_\_
- 2. Name of Employee \_\_\_\_\_
- 3. Appropriate Supervisor \_\_\_\_\_
- 4. Superintendent \_\_\_\_\_

**Level II**

A. Date Violation Occurred \_\_\_\_\_

B. Section(s) of Handbook Violated \_\_\_\_\_  
\_\_\_\_\_

C. Statement of Grievance \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Principal or Immediate Supervisor

**Level III**

A. \_\_\_\_\_

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

\_\_\_\_\_  
Date Received by Superintendent

B. Disposition by Superintendent or Designee \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent or Designee

\_\_\_\_\_  
Date

## SECTION 18 ADDENDUM I – ACTIVITY DUTIES

Activity duties for ball games, concerts, plays, musicals, meets, etc., will be assigned on the basis of the philosophy that while North Union is ONE DISTRICT and no distinction is made on various residences, each of the three schools in the District has its own unique programs and differences. It is agreed by the District and the Association that the Administrators and/or Athletic Directors manage the rotation and assigning of those duties for the purpose of avoiding duty conflicts. The Association agrees to appoint a committee of three (3) to work with the assigners except when activity/activities occur that were not on the original calendar and time is a factor. The Administrator will have the final determination.

Each employee will work two (2) mandatory duty assignments to receive two (2) single activity passes for the employee and for one other designee (designation will be made at the beginning of the school year). Employees working three (3) duties will receive a family activity pass. Basketball duties that include two (2) junior varsity, or a C game and a junior varsity game, and two (2) varsity games being played in succession will count as 1.5 duties. Working two (2) of these events will count as the required three (3) duties. All other basketball events will count as one duty. Each elementary concert supervision will count as 1/2 duty. Unpaid sponsors who chaperone high school dances will receive credit for one (1) duty for each dance. At least one (1) week before the first home game of each of the three (3) major seasons, all employees will be informed of the season's assignments. The three (3) extra-duty assignments shall qualify the employee for a free pass to all local school activities for the employee and the employee's spouse and child(ren).

If after all employees have been assigned three (3) free duty assignments, and after support staff and patrons of the District have been offered the opportunity to participate as delineated above, workers for activity events are still needed, remaining events will be offered on a voluntary basis and shall be paid for at the rate of \$10.00 per event.

Payments for activity duties will be at the end of each season. Vouchers are to be given to the District secretary at the conclusion of the season. Payment for duties will be from the fund of the activity. Employees should not be assigned more than one duty per evening.

Seasons will be designated as follows:

Fall:	Football, volleyball, fall play, and fine arts activities.
Winter:	Basketball and fine arts activities.
Spring:	Fine arts activities.
Summer:	Baseball and softball.

It is agreed that bleacher and grandstand duties be eliminated.

Retiring District employees with a minimum of fifteen (15) years of service at North Union (including service at Armstrong-Ringsted and/or Sentral Community School Districts) will receive a free lifetime activity pass for the employee and employee's spouse.



EMPLOYEE ACKNOWLEDGEMENT FORM

This employee handbook describes important information about employment with the North Union Community School District. Since the information, policies, and benefits described herein are necessarily subject to change, I acknowledge that revisions may occur and that such changes will be communicated to me through official notices. Only the Board of Directors of the North Union Community School District has the ability to adopt any revisions to this handbook.

I acknowledge this handbook is neither a contract of employment nor a legal document. I have received the handbook and I understand it is my responsibility to read and comply with the provisions of this handbook and any revisions made to it.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date