

***NORTH UNION
COMMUNITY SCHOOLS***

**SUPPORT STAFF HANDBOOK
2019-2020**

MAINTENANCE/CUSTODIAL

FOOD SERVICE

SECRETARIAL

TEACHER AIDE

TRANSPORTATION

NURSE

Introduction

This is not a contract. It is for informational purposes only. The terms and conditions as outlined in this handbook may be changed at any time. This handbook has been developed to assist in clarifying employment issues. The goal is to assist all support staff members in understanding various rights and responsibilities. After reviewing the information, please feel free to present suggestions for improvement and clarification of the information. It is planned to continue to improve the quality and clarity of the information that is contained in this handbook.

Definition of Support Personnel

The term of support personnel shall include the following employees whether full-time or part time:

1. Maintenance/Custodial (pg 9)
2. Food Service (pg 11)
3. Secretarial (pg 12)
4. Teacher Aides (pg 13)
5. Transportation (pg 14)
6. Nurse (pg 16)

Recruitment and Selection

Recruitment and selection of support personnel shall be the responsibility of the administration. Positions will be posted internally and will also be advertised at the same time in local, regional or state newspapers. Whenever possible, the preliminary screening of candidates shall be conducted by the supervisor who will be directly in charge of the personnel being hired. The Superintendent of Schools shall have the authority to delegate recruitment and selection responsibilities to administration/directors. Names and salaries to be paid shall be presented at the next meeting of the Board for approval, modification or rejection. Selection shall be based upon the merits of the candidate and shall not discriminate on the basis of age, race, color, creed, national origin, religion, sex, marital status, sexual orientation, gender identity, or disability in any program, activity, or employment.

Qualifications

Selection of support personnel shall be based on the following qualifications:

1. Training, experience, and skill;
2. Nature of the occupation;
3. Demonstrated professional competence; and
4. Possession of, or ability to obtain, state or other licenses or certificates if required for the position

Support personnel qualifications shall be evaluated upon the merits of the candidates and shall not discriminate on the basis of age, race, color, creed, national origin, religion, sex, marital status, sexual orientation, gender identity, or disability in any program, activity or employment.

Grievance/Complaint Procedure

The best place to resolve a concern is at the level that the concern exists. Any concern should be directed first to your supervisor and every effort should be made to resolve the concern at that level. If the concern cannot be resolved, the supervisor and employee can schedule a meeting with the Superintendent. Prior to that meeting the employee will state, in writing, the concern and the steps that have been taken to resolve the concern. Any concerns that cannot be resolved at that level, at the employee's request, will be taken to the Board Personnel Committee with each employee being notified of the time and procedure for resolving the complaint. If the concern cannot be resolved with the Board Personnel Committee, at the employee request will be taken to the board with each employee being notified of the time and procedure for resolving the complaint.

Employee Agreements/Contracts

Employment Agreement with (9/12 month) personnel shall be in writing and indicate the estimated number of employment days, hours worked each day and the hourly wage. The employee, based on the number of actual hours worked, will be paid once per month. All Heads of Departments or Directors will be issued Contracts in lieu of Employment Agreements, and will be paid in twelve (12) equal installments. The district has the right to give employees two weeks notice of termination of their job.

Resignation

Resignations shall be in writing signed by the resigned party, directed to the Superintendent and referred by the Superintendent to the Board of Directors with a recommendation. Each employee will give a minimum of two weeks notice.

The Board recognizes that there are some circumstances which force an employee to request a release from an employment agreement before the expiration date of the agreement; therefore, personnel will be released from the employment agreement at a time that a suitable replacement can be secured.

Suspension

The Superintendent or his delegated subordinate has the authority to suspend the services of any support staff employee. At the next following meeting of the Board of Directors, action shall be taken by the Board as to whether or not the employee shall be reinstated or dismissed. The employee shall have the right to a hearing before the Board if he/she so desires.

Assignment and Transfer

Changes in assignment may be initiated by an employee submitting a request to his immediate superior. All reassignments shall be made only after discussions by those principally concerned and with the full knowledge of all related parties. Final action on reassignments shall not be taken until approval has been given by the Superintendent of Schools. All assignment changes will be reported to the board.

Wages and Salaries

The rates of pay will be calculated from July 1 to June 30 for all employees.

Work Hours – Regular and Overtime

Employees are expected to work regular hours. Any hours missed or added to their regularly scheduled hours are to be added or subtracted during the week that the hours were missed or added. In most cases overtime will not be paid. Pre-approval is required for any emergency overtime. Overtime will be paid at 1 ½ times the base hourly rate for all hours worked in excess of forty (40) hours in any one work week and all hours worked on Saturday and /or Sunday, providing forty (40) hours have been worked in the work week. Employees will only be paid for actual hours worked.

Payroll Procedures

1. Salaries will be on a monthly payment schedule. Hourly employees will be paid according to the number of hours worked during the prior specified pay period. Pay period end dates will be posted at the beginning of the year. Payroll checks will be distributed by the 20th day of the month.
2. When a pay date falls on a federal banking holiday or weekend, employees shall receive their paychecks on the last previous business day.
3. Automatic, or direct deposit is required for payroll checks.

Salary Schedules

The Board of Directors shall establish salary schedules for the support positions in the school system. Following the adoption of any schedule, the administration shall use that schedule as a guide in setting employment agreements with support personnel.

Insurance

A group health and accident insurance program for school support personnel regularly scheduled to work 30 or more hours per week shall be made available by the school district. The policy holding company shall be determined by the Board of Directors.

Employees under employee agreements will be eligible for the amount per month as specified below towards the school’s health insurance:

	165-190	191-220	221-260
	contract days	contract days	contract days
30 hours or more per week	\$375.00	\$400.00	\$425.00

Employees under contract will be eligible for \$650.00 per month towards the school’s health insurance.

The insurance coverage will be effective on the 1st of the month following the date of hire (example – hire date August 15 – insurance begins September 1)

Long-Term Disability Insurance and Life Insurance

Employees who are regularly scheduled to work more than 30 hours per week will be provided long-term disability insurance and \$10,000 in term life insurance. The insurance coverage will be effective on the 1st of the month following date of hire.

Vacations

Twelve month support personnel shall be granted vacation days at the following rate:

1 - 5 years	5 days per year
6 – 10 years	10 days per year
11 – 15 years	15 days per year
16 – 25 years	17 days per year
26+ years	20 days per year

Vacation benefits will be computed on July 1 based on the full number of months each employee has been scheduled to be employed for that year. One week (5 days) may be carried over to the next year, but must be used by August 15 of that year. The supervisor shall establish a vacation schedule for all support personnel. This schedule will be approved by the Superintendent. Vacation time may not accrue from one year to the next and except in cases of emergency, employees may not be employed for extra wages during vacation periods.

Paid Holidays

Employees who work 200 or more days will receive up to ten paid holidays as follows: New Years Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve Day, Christmas Day, and New Years Eve. Only those holidays that fall within the scheduled employment period will be paid. Employees who work less than these days will not receive any paid holidays.

Personal Leave

Each employee will be allowed three (3) days of personal leave. An employee planning to use a personal day or days shall notify his/her supervisor (in writing- through WebLink) at least 5 days prior to the leave. Leave may be granted with notification of less than 5 days in unusual circumstances with consent of the supervisor and the Superintendent. The supervisor/Superintendent may deny such leave. Full time employees shall be reimbursed in June at \$50.00 per day for any unused personal leave days.

Lunch

All support staff that works a minimum of 6 hours per day will take an unpaid ½ hour lunch or dinner break. All support staff personnel must pay for their lunches/snacks except Food Service Personnel. All Food Service Personnel who work 4 hours or more will be provided lunch. Lunch time (30 minutes) *can not* be used as 'make-up' time and/or used as comp time.

In-service Training/Certifications

It is the responsibility of the employee to maintain required certifications. All employees will be required to attend and successfully complete training programs associated with the position without compensation from the District, unless prior approval for compensation has been given by the supervisor and the Superintendent. The District will pay associated dues and fees as approved by the supervisor and Superintendent of Schools in advance of the training if submitted in a timely manner.

Evaluation

The Superintendent shall be responsible for the continuous evaluation of the support personnel of the district. Supervisors of support employees shall submit such evaluations to the Superintendent in such manner and at such times as may be determined by the Board of Directors and the Superintendent.

403(b) Plans/Dental Insurance/Life Insurance etc.

The premiums for payment for the above may be deducted from the salaries of support personnel provided that written application of such deduction shall be on file with the School Business Official or Human Resources Director.

IPERS (Iowa Public Employees Retirement System)

Every employee that earns \$1,000 in 2 consecutive quarters, by Code of Iowa, is a member of IPERS. The employee must contribute 6.29% and the District must contribute 9.44% of each employee's total wage. Numbers are subject to change at any time due to IPERS requirements. Please see the School Business Official or Human Resources Director with questions.

Personal Illness

Support personnel shall be granted leave of absence for personal illness or injury at the following rate:

Year 1 – 10 days	Year 4 – 13 days
Year 2 – 11 days	Year 5 – 14 days
Year 3 – 12 days	Year 6 – 15 days

Employees requesting full days off due to medical appointments may be asked to provide a copy of the doctor's appointment card with the leave request. Emergency appointments will be handled differently. WE ENCOURAGE THE SCHEDULING OF APPOINTMENTS AFTER THE WORK DAY WHEN POSSIBLE, OR AT TIMES WHEN ONLY A HALF-DAY OF SICK LEAVE WOULD BE USED. Sick leave must be used in full or half day increments.

Support personnel shall be allowed sick leave with full pay for personal illness or injury (according to above table). During the first year of employment, these days shall be earned at a rate of .83 days per full month of employment. Unused portions of each year's sick leave shall be cumulative to a total of 90 days. When all sick leave is used, pay shall be deducted according to the terms of the employee agreement.

If the employee collects workman's compensation for time lost due to a work-related injury while still collecting full pay because of sick leave, all work comp money paid to the employee must be turned over to the school district.

If absent five work days for qualified sick leave, a doctor's note may be required before returning to work.

Emergency Leave

Support personnel shall be granted up to 3 days emergency leave for reasons of fire, natural disaster and/or critical illness among family members (full pay for the immediate family including a spouse, dependent children, mother, and father) if all available leave has been exhausted. Additional days may be granted by the Superintendent. Days missed will be deducted from accumulated days of sick leave and/or personal leave, or if sick leave/personal leave has been used, pay will be deducted according to the terms of the employee's agreement.

Funerals

Upon administrative approval, up to five (5) days per year of paid leave will be allowed for funerals of the following family members – spouse, child, mother, father, grandparent, grandchildren, mother-in-law, father-in-law, sister, brother, brother-in-law, sister-in-law, son-in-law, daughter-in-law. After (5) days per year, more days may be granted with administrative approval.

One (1) day of paid leave per year will be allowed for funerals of an Uncle or Aunt, and may be granted for a death of a close friend.

Vacation, personal days, or unpaid leave can be used as additional funeral leave by approval of the supervisor and Superintendent.

Maternity

Sick leave benefits for maternity shall be paid only during the time of medical statement indicating that the employee is not able to work. The sick leave will be deducted from accumulated sick leave. An employee who is pregnant shall inform the Superintendent of her expected date of confinement not later than the beginning of the sixth month of pregnancy. At that time the employee shall give notice in writing to the Superintendent of the expected date of childbirth, whether the employee continues to perform her duties during the period of pregnancy, the date she expects to commence a leave for maternity, and the date she expects to return to work following childbirth. Should the employee not plan to return to work after the time of her medical confinement, she shall inform the Superintendent in writing not later than the end of the sixth month of pregnancy. If the employee plans to return to work following childbirth, she shall report to work at time of a medical release. The employee shall present a copy of medical release to the Superintendent/District.

Family and Medical Leave Act

Employees of the District are entitled to unpaid family and medical leave to the same extent and subject to the same terms and conditions as set forth in the Family and Medical Leave Act of 1993.

Jury Duty/Court Subpoena

In the absence of extraordinary circumstances, support personnel in the school system shall be excused for jury duty, and will be excused if under subpoena from a court of record. In order that no one shall suffer financial loss because of such absence, the normal salary will be paid and the compensation for jury duty paid by the court system shall be reimbursed to the school district.

Military Service

If an opening is available, an employee who has resigned to serve in the military service, may return to his/her position without loss of sick leave benefit and will be given credit on the salary schedule for the time that he/she has been away, but not to exceed the minimum enlistment or draft period. His/her return will also be predicated on the following conditions: that he/she is physically and mentally capable of performing the duties of the position; that he/she makes written application for reinstatement to the Superintendent within ninety (90) days after the termination of military service and that he/she submits an honorable discharge from the military service.

Absence Without Pay

All absences without pay must be pre-approved in a timely manner. Support Staff (9-10 month) employees, without vacation time, are reminded that they are not 12 month employees and should try to schedule vacation/time off during non-school time.

Absences without pay may be authorized by the Superintendent for purposes which he/she considers urgent and necessary. For such absences, deduction from the employee's salary will be made in accordance with the school district's pay deduction regulations. These will happen in the next pay period.

Length of service, previous record of absence other than that for personal illness, and the purpose of the absence shall be factors in the decision as to authorization.

Other absences than those herein provided for, or failure to follow the foregoing regulations, may be deemed to be neglect of duty and may be sufficient grounds for dismissal.

Activity Pass

Each support staff employee has the option to earn a single activity pass by working at two events, or the option to earn a family activity pass by working at three events. This option exists only if there are extra events that are not able to be covered by certified staff. Support Staff employees are encouraged to participate by working at events.

Maintenance/Custodial Personnel

Job Title	Starting Wage
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Director of Maintenance/Custodian	Salary
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Building Manager	Salary
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All other rates are per hour:

Custodian	12.50
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Subs & Summer Adult Maint (inc Mowers)	10.00
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Student Custodial Help – Year 1	8.50
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Student Custodial Help – Year 2	9.00
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Student Custodial Help – Year 3	9.50
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Insurance – Employees under employee agreements will be eligible for the amount per month as specified below towards the school’s health insurance:

	165-190	191-220	221-260
	contract days	contract days	contract days
30 hours or more per week	\$375.00	\$400.00	\$425.00

Employees under contract will be eligible for \$650.00 per month towards the school’s health insurance.

Employees who are regularly scheduled to work more than 30 hours per week will be provided long-term disability insurance and \$10,000 in term life insurance.

<u>Vacation</u> -	1 - 5 years	5 days per year
	6 – 10 years	10 days per year
	11 – 15 years	15 days per year
	16 – 25 years	17 days per year
	26+ years	20 days per year

One week (5 days) may be carried over to the next year, but must be used by August 15 of that year.

Holidays – Employees who work 200 or more days will receive up to ten paid holidays as follows: New Years Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve Day, Christmas Day, and New Years Eve. Only those holidays that fall within the scheduled employment period will be paid. Employees who work less than these days will not receive any paid holidays.

Sick Leave -

Year 1 – 10 days

Year 2 - 11 days

Year 3 – 12 days

Year 4 – 13 days

Year 5 – 14 days

Year 6 – 15 days

Support personnel shall be allowed sick leave with full pay for personal illness or injury (according to above table). During the first year of employment, these days shall be earned at a rate of .83 days per full month of employment. Unused portions of each year's sick leave shall be cumulative to a total of 90 days. When all sick leave is used, pay shall be deducted according to the terms of the employee agreement.

Food Service Personnel

Job Title	Starting Wage
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Director of Food Service	Salary
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All other rates are per hour:

Head Cook	12.00
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Cook	10.00
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Substitute	9.00
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Insurance – Employees under employee agreements will be eligible for the amount per month as specified below towards the school’s health insurance:

	165-190 contract days	191-220 contract days	221-260 contract days
30 hours or more per week	\$375.00	\$400.00	\$425.00

Employees under contract will be eligible for \$650.00 per month towards the school’s health insurance.

Employees who are regularly scheduled to work more than 30 hours per week will be provided long-term disability insurance and \$10,000 in term life insurance.

Vacation - No paid vacation

Holidays – No paid holidays

<u>Sick Leave</u> -	Year 1 – 10 days	Year 4 – 13 days
	Year 2 - 11 days	Year 5 – 14 days
	Year 3 – 12 days	Year 6 – 15 days

Support personnel shall be allowed sick leave with full pay for personal illness or injury (according to above table). During the first year of employment, these days shall be earned at a rate of .83 days per full month of employment. Unused portions of each year’s sick leave shall be cumulative to a total of 90 days. When all sick leave is used, pay shall be deducted according to the terms of the employee agreement.

One week (5 days) may be carried over to the next year, but must be used by August 15 of that year.

Holidays – Employees who work 200 or more days will receive up to ten paid holidays as follows: New Years Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve Day, Christmas Day, and New Years Eve. Only those holidays that fall within the scheduled employment period will be paid. Employees who work less than these days will not receive any paid holidays.

<u>Sick Leave</u> -	Year 1 – 10 days	Year 4 – 13 days
	Year 2 - 11 days	Year 5 – 14 days
	Year 3 – 12 days	Year 6 – 15 days

Support personnel shall be allowed sick leave with full pay for personal illness or injury (according to above table). During the first year of employment, these days shall be earned at a rate of .83 days per full month of employment. Unused portions of each year's sick leave shall be cumulative to a total of 90 days. When all sick leave is used, pay shall be deducted according to the terms of the employee agreement.

DOT Physical – The school will reimburse up to \$75.00 for DOT physicals every two years or as required for the position.

Nurse

Job Title	Starting Wage
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Registered Nurse	Salary
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Substitute Registered Nurse	14.50
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Insurance – Employees under contract will be eligible for \$650.00 per month towards the school's health insurance.

Employees who are regularly scheduled to work more than 30 hours per week will be provided long-term disability insurance and \$10,000 in term life insurance.

Holidays – No paid holidays

Vacation - No paid vacation

<u>Sick Leave</u> -	Year 1 – 10 days	Year 4 – 13 days
	Year 2 - 11 days	Year 5 – 14 days
	Year 3 – 12 days	Year 6 – 15 days

Support personnel shall be allowed sick leave with full pay for personal illness or injury (according to above table). During the first year of employment, these days shall be earned at a rate of .83 days per full month of employment. Unused portions of each years sick leave shall be cumulative to a total of 90 days. When all sick leave is used, pay shall be deducted according to the terms of the employee agreement.

NORTH UNION COMMUNITY SCHOOL DISTRICT
2019-2020 PAY PERIOD SCHEDULE & PAYDAYS

Pay Period Ending Date	Pay Date
July 31, 2019	August 20, 2019
August 31, 2019	September 20, 2019
September 30, 2019	October 18, 2019
October 31, 2019	November 20, 2019
November 30, 2019	December 20, 2019
December 31, 2019	January 17, 2020
January 31, 2020	February 20, 2020
February 28, 2020	March 20, 2020
March 31, 2020	April 20, 2020
April 30, 2020	May 20, 2020
May 31, 2020	June 19, 2020
June 30, 2020	July 20, 2020

