

NORTH KOSSUTH COMMUNITY SCHOOL DISTRICT



CERTIFIED STAFF HANDBOOK
2025-2026

SECTION 1 INTRODUCTION

A. Applicability

This handbook will apply to all full time and regular part-time professional employees of the District, including classroom teachers, librarians, special teachers, and guidance counselors. It does not apply to Administrative personnel (Superintendent and Principals), District secretaries, and all non-professional employees.

B. Effect of Handbook

This handbook is not intended to imply any contract of employment or any contractual rights. This handbook does not represent a contractual obligation on the part of the North Kossuth 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 handbook will be maintained solely by the District. The Board of Directors of the North Kossuth Community School District and/or the District's Administration has the ability to interpret and imply provisions of this handbook.

C. Effective Dates

This handbook will be effective upon being approved or accepted by the Board of Directors of the North Kossuth 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 handbook.

D. Savings Clause

Should any section or language of this handbook be declared illegal by a court of competent jurisdiction, then that section or language will be deleted from this 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 Kossuth Community School District or its duly authorized representatives.
2. The term "District", as used in this handbook, will mean the North Kossuth Community School District.

3. The term "employee", as used in this handbook, will mean all full time and regular part-time professional employees of the District, including classroom teachers, librarians, special teachers, and guidance counselors. The term will not mean Administrative personnel (Superintendent and Principals), District secretaries, and all non-professional employees.
4. The term "Association," as used in this handbook, will mean the North Kossuth Education Association.

SECTION 2 GRIEVANCE PROCEDURE

- A. A grievance is a claim by an employee, group of employees, or the Association that there has been a violation, misinterpretation or misapplication of any of the specific provisions of this handbook.
- B. Rights and Restrictions
 1. Every employee shall have the right to present grievances in accordance with these procedures.
 2. It is agreed that any investigation or other handling or processing of any grievance by the grievant shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the grievant or the staff.
- C. Time Limits
 1. The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual written agreement.
 2. All references to "days" in regard to time limits throughout this section shall be defined as "school days" except for grievances initiated in the summer. Failure of an employee or the Association to act on any grievance within the specified time limits at each level will act as a bar to any further appeal. Failure of the Administration to render a decision within the specified time limits will allow the grievant to proceed to the next level.
 3. All grievances initiated after the end of the school year, or during the last fourteen (14) days of school, shall be bound to the same procedure steps and time limits. However, all references to days shall be interpreted as "calendar days" and the time limits at each level shall be extended by five (5) calendar days.

D. Procedure

1. Level one-Principal or Immediate Supervisor (Informal): An employee with a grievance shall first discuss it with the employee's principal or immediate supervisor, either directly and/or through the Association's designated representative, with the objective of resolving the matter informally. The employee shall be present at Level One of the grievance unless extenuating circumstances prevail at which point the employee may be represented by the Association.
2. Level Two - Principal (Formal): If, as a result of the informal discussion with the principal or immediate supervisor at Level One, a grievance still exists, the grievant may invoke the formal grievance procedure individually or through the Association on the form set forth in section 18. The grievance form shall be available from the Association representative and the District Secretary. The form shall be signed by a representative of the Association if requested by the grievant. A copy of the grievance form shall be delivered to the appropriate principal or immediate supervisor. If the grievance involves more than one school building, it may be filed with the superintendent or his/her designee. The filing of the formal written grievance at the second level must be within fifteen (15) days from the date of occurrence or knowledge of the event giving rise to the grievance.
 - a. The appropriate principal or immediate supervisor shall indicate a disposition of the grievance in writing within five (5) days of the presentation of the formal grievance and shall furnish a copy thereof to the grievant.
 - b. If the grievant is not satisfied with the disposition of the grievance, or if no disposition has been made within the five (5) day period, the grievance shall be transmitted to level three.
3. Level Three - Superintendent
 - a. In the event a grievance has not been satisfactorily resolved at level two, the grievant may file a copy of the grievance with the superintendent. This filing must be within five (5) school days of the principal's written decision.
 - b. The superintendent or designee shall meet with the grievant and the Association within five (5) days of receipt of the grievance. Within ten (10) days of receipt of the grievance, the superintendent or designee shall indicate the disposition of the grievance in writing and shall furnish a copy thereof to the Association.

E. Miscellaneous

1. Year-End Grievance: In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and if left unresolved until the beginning of the following school year could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or within a maximum of thirty (30) days thereafter.
2. Group Grievance: If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the superintendent directly, and the processing of such grievance shall be commenced at Level Three. The Association may process such a grievance through all levels of the grievance procedure.
3. Written Decisions: All decisions rendered at levels two and three of the grievance procedure shall be in writing setting forth the decision and the reasons therefore.
4. Separate Grievance File: All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
5. Meetings: All meetings under this procedure shall be conducted in private and shall include only witnesses, the parties in interest, and their designated or selected representatives referred to in this section.

F. If the Association or any employee files any claim or complaint in any forum (through any procedure) other than under the grievance procedure of this handbook, then the District shall not be required to process the same claim or set of facts through the grievance procedure.

SECTION 3 SALARY

A. The base placement schedule for employees covered by this handbook is set forth in Section 17, which is attached to and incorporated in this handbook.

B. Placement on Salary Schedules

1. Adjustment to Salary Schedule: Each new employee shall be placed on his/her proper educational lane of the base placement salary schedule as of the effective date of this handbook.
2. Credit for Experience: If a prospective employee has previous experience and is applying for a position where the District is lacking good, qualified candidates, the District reserves the right to assign an appropriate salary, in relation to the base placement schedule.

3. Employees employed on a part-time basis will be paid a percent of the regular salary they would have received for full time employment. That percent shall be equivalent to the percent of the 7:45 a.m. to 3:45 p.m. day which they are required to be in attendance.
4. The monthly salary payment shall be electronically transferred to the financial institution and account of the employee's choosing.

C. Advancement on Salary Schedule

1. Increments: For the 2025-26 school year, full-time employees will be granted a minimum increment of \$3,500.00 over his/her prior year salary.

Based on formal evaluations, the Board, however, shall have the right to hold the increment of an employee. This action shall not be used in consecutive years regarding the same individual. After holding the increment of an employee one year, the next year that employee may be granted their incremental raise if still employed by the District.

2. Educational Lanes: Employees on the regular salary schedule who move from one educational lane to a higher educational lane shall receive an increase in salary equal to the difference of the lanes as shown in the base placement schedule.

- a. Any staff development courses approved through the Iowa Board of Educational Examiners and in the employee's field or generic to all education fields will be accepted for movement to the BA+10, BA+20, BA+30, MA, or MA+15 lanes. Courses paid for by the District will not qualify for advancement.
- b. Any graduate level course in the employee's field or generic to all education fields will be accepted for movement to the BA+10, BA+20, BA+30, MA, or MA+15 lanes. Courses paid for by the District will not qualify for advancement.
- c. An employee's total pay will be based on the Master's schedule when he/she holds a Master's in an educational field.

3. Notification of Lane Changes: The District shall receive written notice of "intent to advance on the salary schedule" no later than March 15 of the year preceding the intended salary lane change. Administration shall notify employees one (1) week prior to March 15 of this requirement. An official college/university transcript must be submitted to the superintendent or his/her designee by September 15 of the succeeding school year. Only official transcripts approved on or before September 15 will advance an employee on the salary schedule. If

the course work was completed and the delay in receiving the official transcript by September 15 is through the college/university, credit will be granted.

SECTION 4 SUPPLEMENTAL PAY

A. Extracurricular Activities

1. Approved Activities: The extracurricular activities listed in section 18 are official school sponsored activities covered by school insurance.
2. Rates of Pay: Employee participation in extracurricular activities which extend beyond the regularly scheduled school day shall be compensated according to the rate of pay in section 18.
3. Employees may advance one (1) year horizontally for each year of service in the District, up to a maximum of three (3) years. Athletic coaches who change positions may continue without interruption across section 18, so long as they remain within the same sport. Credit up to Step 3 of section 18 may be given for previous experience.
4. Section 18 steps may increase for a maximum of three (3) steps.
5. Based on formal evaluations, the Board, however, shall have the right to hold the increment of an employee. This action shall not be used in consecutive years regarding the same individual. After holding the increment of an employee one year, the next year that employee may be granted one (1) increment advance if still employed by the district.

B. Employees who are required to travel between school districts, shall be eligible for travel reimbursement. Employees who are able to itemize expenses on their tax forms should do so first. If not able to itemize, reimbursement shall be at the federal rate per mile. Payment will be for travel to said district for one way if sharing takes place at the beginning or end of the day. If a shared employee is required to travel during the school day, mileage will be paid as a round trip.

SECTION 5 BENEFITS

A. Types: The District will provide all employees the following paid insurance protection.

1. Health and Major Medical: The District will pay \$675 per month towards the cost of medical insurance coverage through the District for employees who are half-time or more. The balance of costs will be deducted monthly from employee salary payments.

2. Long Term Disability: The District will provide long term disability for each employee as consistent with insurance carrier requirements that is substantially similar to the one now in effect.
 3. Each employee who is half-time or more may be covered by a basic dental plan paid for by the District. The employee may elect to cover their family at their own expense.
 4. Each employee may participate in the District's flex benefit plan. The administrative fee will be paid by the District.
 5. Each employee who is half-time or more may be covered by a basic vision plan paid for by the District. The employee may elect to cover their family at their own expense.
 6. Term Life Insurance: The District will provide \$20,000 in term life insurance paid for by the District.
- B. Description: The District shall provide each employee a description of the benefits provided by the District. This description shall include the limits of coverage. The District will provide this information and application within ten (10) days of the beginning of the school year or an employee's date of employment.
- C. Continuation: In the event that an employee, absent because of illness or injury, has exhausted all sick leave accrued, the above-mentioned benefits shall continue throughout the balance of the school year. Employees on a non-paid leave for one month or longer may have the option of continuing any or all of the District paid programs by paying the premium themselves to the District within thirty (30) days of the billing date. Non-paid leave is defined in section 6 of this handbook. In the event that an employee leaves the District at the end of the regular school year for any reason, the District shall continue to provide insurance for that employee through the August pay period, unless the employee is covered under another plan through other employment.
- D. Coverage date: Benefits shall begin on September 1 upon an employee's initial employment, except for employees hired after September 1, who shall be eligible for insurance benefits on the first day of the month after the month in which they are hired.

SECTION 6 SICK LEAVE

A. Accumulative Benefits

1. All employees shall be entitled to sick leave based on the following:

1st year	10 days
2nd year	11 days
3rd year	12 days

4th year	13 days
5th year	14 days
6th and succeeding year	15 days

Sick leave days shall be credited to the employees as of the first official day of the school year whether or not they report for duty on that day, provided, however, that the employee must, in fact, report and assume duties during some period of the school year. In the case of a new employee, the employee must perform the duties specified in his/her contract for a minimum of one-half of the total days contracted in said individual contract. Unused sick leave shall be accumulated year to year with a maximum of one hundred twenty (120) days.

2. The amount of sick leave an employee may use to aid an ill or hospitalized member of the immediate family shall be limited to fifteen (15) school days in any one year. The immediate family shall mean parents or guardian, spouse, children, brothers, and sisters.
 3. Part-time employees will be granted a prorated amount of sick leave based upon hours worked.
 4. An Emergency Leave Bank is available to employees covered by this contract. Employees who use up all of their sick day leave may ask the administration to notify employees that someone is in need of sick days due to a prolonged illness for themselves or an immediate family member. Once the employees are notified they can donate up to ten (10) days at any time if they so choose to help the employee out who is in need of assistance.
 5. Upon retirement or reduction in force, an employee will be reimbursed for unused sick leave up to a maximum of one hundred (100) days at a rate of thirty dollars (\$30.00) per day.
 6. Maternity, parental, and/or adoption leave shall be granted following the provisions of the Family and Medical Leave Act. The first five (5) days of leave shall be paid for by the District for probationary employees.
 7. Employees may be reimbursed at a rate of twenty dollars (\$20.00) a day up to ten (10) days a year for unused sick leave.
- B. Notification of Accumulation: Employees shall be given a copy of a written accounting of accumulated sick leave days on an annual basis.

C. Extended Leave

1. An employee who is unable to work because of personal illness or disability, who has exhausted all sick leave available, may be granted a leave of absence without pay for the duration of such illness or disability, up to one (1) year.
2. The Board agrees to continue all fringe benefits provided by this handbook for the duration of the leave.

SECTION 7 TEMPORARY LEAVES OF ABSENCE

A. Paid Leave: Employees shall be entitled to the following temporary, non-accumulated leaves of absence with full pay each school year.

1. **Personal Days:** At the start of each school year, each employee shall be credited with the equivalent of three (3) teaching days or six (6) half days as personal days. No more than three (3) employees may be gone on the same day. Personal days may not be used the last five (5) student days of school. However, the employee may, unless otherwise prohibited, be permitted to use one of the last five (5) student days for the purpose of graduation activities of a family member. Family member is defined to include children, grandchildren, nieces, and nephews. Personal days will be used for activities that cannot be normally scheduled outside the work day. If an employee does not use one of their paid personal days during the school year, that day will be carried over to the following year. Any exceptions to this paragraph must be approved in advance by the superintendent and will not be deemed to be precedent setting.
2. **Jury Duty:** Any employee called for jury duty during school hours and is subpoenaed in any judicial or administrative proceeding, shall be granted released time. Mileage paid to the employee by the court shall not be reimbursed to the District. An employee will reimburse the amount of per diem pay received by the court to the District. An employee is expected to return to their work assignment on a daily basis if released from jury duty prior to noon.
3. **Professional:** Professional leave days may be used for any educational purpose at the discretion of the administration. The employee planning to use professional leave days shall notify the superintendent at least one (1) week in advance of the absence, and the superintendent shall have sole discretion in determining whether or not a professional leave day or days may be granted to any employee. Employees will be required to provide a summary to the administration and the community (i.e. through the newsletter) within one (1) week of return.

Each employee applying for professional leave shall complete a request for professional leave form as designed by the administration. The employee shall indicate on the form how the conference will provide professional growth toward the employee's Individual Career Development Plan. A connection to District

Goals and the Iowa Teaching Standards and Criteria are required. A copy of the conference agenda, registration form, and a summary of the estimated expenses shall also be included.

A head coach may use professional leave to attend a clinic for any section 17 sport/activity in which he/she coaches/sponsors once a year. Coaches/sponsors of multiple sports/activities may decide which clinic to request to attend. If attendance at the clinic does not require loss of teaching or district staff development time, the coach is under no restrictions or limitations on attendance.

Expenses under this section will be paid by the District upon submission of appropriate receipts and may include substitute employee costs, registration fees, lodging costs, and meal costs. A District vehicle may be used if available. If the employee/sponsor/coach uses his/her own vehicle, mileage reimbursement will be made according to District policy.

If the Professional Leave request is denied, the reason(s) for denial shall be given to the employee in writing.

4. Bereavement: Up to fifteen (15) days of leave shall be granted at any time in the event of death of an employee's spouse, children or step children. Up to five (5) days of leave for parents/guardians, granddaughters/grandsons. Up to three (3) days of leave shall be granted at any one time in the event of an employee's son-in-law/daughter-in-law and father-in-law/mother-in-law. Up to two (2) days of leave for brothers/sisters. Up to one (1) day of leave for brother/sister-in-law, grandmother/grandfather. The superintendent may grant additional paid leave at his/her discretion. Such action shall not set a precedent and this action is not grievable. In the event of the death of an employee in the District, the superintendent shall have the discretion to grant to an appropriate number of employees sufficient time to attend the funeral.
5. Part-time employees will be granted prorated amounts of leave based on hours worked.
6. Any employee working a state sponsored event will receive a professional day with pay.

SECTION 8 EXTENDED LEAVES OF ABSENCE

- A. Educational Improvement: A leave of absence without pay of up to one (1) year may be granted, at the discretion of the administration, to any employee, for the purpose of engaging in study at an accredited college or university reasonably related to professional responsibilities. Upon return from such leave an employee will be allowed to move horizontally to the hours or degree earned and maintain the same benefits as he/she would have had the previous year.

- B. Good Cause: Other extended leaves of absence without pay may be granted in writing by the superintendent.

SECTION 9 EMPLOYEE HOURS AND LOAD

- A. The normal work day shall consist of no more than eight (8) consecutive hours per day. The day will begin at 7:45 a.m. and end at 3:45 p.m. Employees may be absent during the work day, with administrator consent, if the reason is of valid nature, without a reduction in pay or a loss of pay.
- B. On days preceding weekends, holidays or vacations, the employee's day will end at the close of the student's day, providing the busses have left the premises. Employees shall also be allowed to leave at the close of the student's day, providing the busses have left the premises, if school has been dismissed early for bad weather or for situations deemed emergencies by the administration.
- C. Employees shall have a daily, uninterrupted duty-free lunch period of thirty (30) minutes for elementary, middle, and high school employees. This is to be on a daily basis, but if an unexpected situation arises, the employee(s) may be asked by the administration to assist in the supervision of students during their lunch period.
- D. Employees shall, in addition to their lunch period, be provided weekly preparation time of at least two hundred (200) minutes, during which time they shall not be assigned to any other duties. The above amount of time per week is based upon a five (5) day student work week. If a work week is less than the normal five (5) full days, as in the case of holidays and in-service, this preparation time shall be in proportion to the amount of time worked by the employee. If scheduling prevents allowing an employee two hundred (200) minutes of preparation time, the employee shall be compensated in a manner mutually agreeable to the employee and superintendent. If an employee is asked to cover another employee's duties during their prep period, the employee will be compensated at twenty-five dollars (\$25.00) per hour. In order to receive payment, a time card must be signed by the employee and initialed by the principal. Employees working additional hours beyond their contracted time will receive twenty-five dollars (\$25.00) an hour.
- E. When an employee is unable to get to school due to weather conditions, the employee will use personal leave. If the employee does not have any leave available, then the District will deduct one day substitute's pay from the employee's paycheck. Under this circumstance, a personal day will be allowed even if it is the day after a vacation.
- F. The reporting time for employees when a late start is in effect is one-half hour before the official start of the student school day, unless an in-service is scheduled.
- G. Meetings: Employees may be required to remain after the end of the regular working day without additional compensation for the purpose of attending faculty or other professional meetings with appropriate notification.

- H. School Calendar: The development of the school calendar, including the number of employee work days, vacations, and holidays, shall be mutually determined between the parties. If an agreement cannot be reached, the decision of the superintendent shall be final.
- I. If an employee is required to be in attendance at an evening school function, then the employee may leave at the end of the student day.

SECTION 10 EMPLOYMENT, ASSIGNMENTS, TRANSFER

- A. Assignment of Employees: Each employee shall be given written notice of salary schedule placement and tentative class, grade, and/or subject assignments for the forthcoming year, not later than June 1. If a change in assignments is made after the initial notification, the employee affected shall be notified of said change by July 1. In the case where the need for change arises after July 1, the employee will be notified in writing within five (5) days of the change. The employee may request a meeting within five (5) days of the notification for the change to discuss the reasons for the change with the administration and at the request of the employee an Association member may be present. Changes are meant to be those in a different curriculum area in the high school or middle school, and a change of more than two (2) grade levels in the elementary school.
- B. Transfer Procedure: A transfer will be considered after a vacancy has been declared. A vacancy shall be defined as those positions that will remain unfilled after the District has realigned the current employees. A notice of the vacancy shall be posted in the staff lounges, offices, and on the website for at least ten (10) days, and a copy given to the Association president, to allow an employee who has not previously filed a request for voluntary transfer to indicate in writing a desire to fill the vacancy. A transfer is an assignment of an employee to a different job classification, grade level, subject area or building.
 - 1. All requests for voluntary transfers for the following year should be in writing in the form of a letter sent to the superintendent. This letter should contain specific reasons for requesting the transfer. A request for voluntary transfer shall be considered to fill a vacancy.
 - 2. The consideration of a voluntary transfer of an employee will be based on qualifications and certifications, and no transfer request shall be denied arbitrarily, capriciously or without basis in fact.
 - 3. Written notice of voluntary transfer will be given to the employee concerned as soon as practical and denials shall be given the employee in writing including the reason(s) for the denial.

4. Requests for voluntary transfers are kept for one (1) school year. Renewal must be made each year.
5. If an involuntary transfer occurs, a transfer that is not requested by the employee after written notice of a vacancy is posted, the employee affected and the Association shall be given written notice explaining the reasons for the transfer by July 1. In the case where the need for change arises after July 1, the employee will be notified in writing within five (5) days of the change. The employee may request a meeting within five (5) days of the notification for the change to discuss the reasons for the change with the administration and at the request of the employee an Association member may be present.
6. The superintendent shall have the final decision in all cases of transfer.

SECTION 11 REDUCTION OR REALIGNMENT OF STAFF

A. Coverage: All employees.

B. Staff Reduction

1. Reductions: The District shall have the right to determine when it is necessary to have a reduction of staff. Attrition will be used when possible. In the event reduction in staff cannot be adequately accomplished by attrition, those with emergency or temporary certification shall be laid off first, unless needed to maintain existing programs.
2. 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 not necessarily listed in order of priority:
 - a. Total experience in the District.
 - b. Total experience in other school districts.
 - c. Relative skill and ability.
3. Experience means an employee's length of fulltime continuous service with the employer since the employee's last semester of hire. A part-time contract during the entire year will be considered a full year of seniority. Only a partial year contract will be prorated.
4. Notification: The administration shall provide written notice to each employee who may possibly be affected by reduction, and specific written reasons for reduction of staff shall be given no later than April 30 preceding each school year. Notice of staff reduction(s) shall be given to the Association.

C. Recall Procedures

1. Recall Rights: Any employee laid off pursuant to this section shall have recall rights to any position covered under this handbook for which he/she is certified and qualified, for two (2) years from effective date of his/her layoff and shall be recalled to available positions in reverse order of layoff.
 - a. An employee shall be notified by letter should any position become available for which he/she is qualified.
 - b. Such notification shall be sent in writing to the last address supplied to the superintendent by the employee.
 - c. If the employee fails to notify or accept a position within ten (10) days of postmark of said notice, all recall rights shall terminate. If the vacancy occurs after August 15, then the employee may reject the position and will not lose recall rights.
2. Benefits: Any employee re-employed by exercising recall rights shall have restored all fringe benefits and placement on the salary schedule accrued at the time of the layoff.
3. Recall list: The District shall keep on file a current list of those who have retained such recall rights provided by this policy and shall furnish the list to the Association annually.

SECTION 12 HEALTH PROVISIONS

The District shall require each new employee with a certification of fitness to perform the tasks assigned which will be in the form of a signed report of physical examination by a licensed physician and/or surgeon, osteopath or qualified doctor of chiropractic medicine. A report shall be provided at the beginning of service, and new employees will be reimbursed up to one hundred dollars (\$100.00) over and above the payment paid by health insurance. Employees shall provide proof of the amount paid by insurance when requesting reimbursement.

SECTION 13 SAFETY PROVISIONS

- A. Employer Facilities: Each school shall maintain the following safety provisions for employees:
 1. Protective Devices: Such special clothing, equipment, and devices as may be needed by the employee to perform assigned duties in a safe manner as is mutually agreed upon by the employee involved and the administration shall be provided without charge to the employee, provided, however, that the employee shall be held responsible for the proper care and use of such equipment.
- B. Protection of Employee: An employee may, within the scope of employment, use and apply such amount of force as is reasonable, necessary, and lawful to quell a disturbance threatening physical injury to others; to obtain possession of weapons or other dangerous

objects upon the persons or within the control of the pupil; for the purpose of self-defense; and for the protection of persons or property.

- C. Reporting Assaults: An employee shall immediately report cases of assault suffered by them in connection with their employment to the superintendent and to the police.
- D. Injury Reporting: When a work-related injury, illness or worker's compensation claim occurs, the employee shall report it within seventy-two (72) hours to the school nurse or business manager. The employer then has seventy-two (72) hours to report it after becoming aware of the claim.

SECTION 14 OTHER FACILITIES AND EQUIPMENT

- A. The District shall provide the following:
 - 1. Lounge: A furnished room which shall be reserved for the use of employees as a staff lounge, as much as possible, within the District's budget. Although employees shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said lounge, it shall be regularly cleaned by the District's custodial staff.
 - 2. Textbooks: Copies, for each employee's use, of all texts used in each of the courses he/she is to teach, shall be provided.
 - 3. Machines to aid the employees in the preparation of instructional materials will be provided.
 - 4. Keys: Each employee may be provided a key for the front door of the building and a key for the door of his or her instructional room. Other keys may be provided at the discretion of the superintendent.

SECTION 15 PROFESSIONAL DEVELOPMENT

- A. In-Service Education as a part of work year:
 - 1. Makeup: The In-Service Education Committee shall consist of no more than six (6) members with up to three (3) to be appointed by the administration, and up to three (3) to be appointed by the Association by May 1. The membership of the committee should provide for a good cross-section of grade level and building representation and shall select their own chairperson.
 - 2. Responsibilities: The In-Service Education Committee shall recommend to the administration in-services during the school year.

3. Released time: Members of the In-Service Education Committee shall be granted released time during the regular work day to fulfill their responsibilities.

SECTION 16 EMPLOYEE EVALUATION

- A. Notification – Assigned Employees: No later than two (2) weeks after the beginning of each employee’s assumption of duties, the building principal or appropriate supervisor shall acquaint each employee under his/her supervision with the evaluating procedures, standards, and instruments. The purpose of the orientation is to achieve mutual understanding of the evaluation system. Up to eight (8) hours of in-service on the Iowa Teaching Standards and criteria, and any descriptors will be provided. No formal evaluation shall take place until such orientation has been completed. An employee’s building principal shall be their primary evaluator. However, any administrator may be called on for multiple evaluation purposes.
- B. Purpose: All formal evaluations shall be conducted for the purpose of evaluation toward the improvement of professional performance and as a means of employing the most competent instructors possible. Each employee shall draft an individual career development plan by October 15 of the year following their summative review. The evaluator will meet with the employee to review the plan, modify the plan, and approve the plan within twenty (20) days. Modifications can be made at any time and an annual conference will be held to review its progress.
- C. Required Observations: A probationary employee shall be formally evaluated at least two (2) times each year during the probationary period (once during the first semester and once during the second semester). A non-probationary employee shall be formally evaluated at least one (1) time every three (3) years. There shall be at least a fifteen (15) work day period between each formal evaluation, unless otherwise requested by the employee. All formal evaluations shall be conducted between October 1 and April 20. It shall be no shorter than thirty (30) minutes and no longer than ninety (90) minutes and no observations will be conducted on the day before or after a vacation. A pre-conference will be held at least two (2) days prior to the formal observation.
- D. Formal Evaluation: The building principal or appropriate supervisor shall evaluate each employee formally in writing. The evaluator will provide the employee with a copy of the summative performance review at least one (1) day prior to the meeting. Any standards not being met shall be identified and information and evidence used to make this decision will be provided. Such evaluation shall be based upon the criteria for evaluating professional performance as mutually agreed upon by the administration and Association and approved by the District. All formal evaluation observations shall be pre-announced and not unduly interfere with the normal educational process.
 1. Conference and Copy: A copy of each formal evaluation shall be given to the employee and a conference shall be held between the employee and the building principal or appropriate supervisor within ten (10) school days following the formal classroom evaluations. A copy signed by both parties shall be given to the

employee. The employee's signature does not necessarily mean agreement with the evaluation, but rather awareness of the content.

2. Responses: If the employee feels the formal written evaluation is incomplete, inaccurate or unjust, he/she may put formal objections in writing and have them attached to the evaluation report to be placed in his/her personnel file. Written objections shall be submitted to the appropriate principal within fifteen (15) days of the evaluation conference giving rise to the objections. The file copy of such objections shall be signed by both parties to indicate awareness of the content.
3. If an employee feels the formal written evaluation is not fair, just, and accurate, he/she may grieve the evaluation according to the procedures in this handbook.

A probationary employee may not grieve their evaluations during their probationary period.

E. Informal Observations: Additional evaluation of employees may occur through informal observations by the employer. It may not be deemed necessary to reduce such evaluations to writing and a verbal discussion between the employee and the employer concerning the informal observation may suffice. If any documented informal observations are placed in an employee's personnel file, the documentation will be called to the employee's attention within five (5) days after documentation is recorded.

F. Personnel File Review:

1. Each employee shall have the right at any time to review the contents of his/her personnel file. A representative of the Association, at the employee's request, may accompany the employee in this review.
2. The District or its administrative representative, including building principals, shall not establish any separate personnel file which is not available for the employee's inspection.

G. Personnel File Contents:

1. The administration shall be required to keep a copy of all evaluation material on file in one or more administrative office(s). Such files shall be made known to employees, and they shall have the right to review and reproduce any of the evaluation materials in these files.
2. The employee shall have the right to respond to all materials contained in said file and to any materials to be placed in said file in the future. Such employee responses shall become part of said file.

3. Any complaints directed toward an employee which are placed in his/her personnel file are to be called to the employee's attention within five (5) days after complaint was received.

H. Personnel File Reproduction: The employee shall have the right to reproduce any of the contents of his/her file, except college credentials and letters of recommendation with reasonable cost for reproduction paid by the employee.

SECTION 17 BASE PLACEMENT SCHEDULE 2025-2026

	Base 42500								0.035					
	BA	BA10	BA20	BA30	MA	MA15			BA	BA10	BA20	BA30	MA	MA15
1	42500	43988	45475	46963	48450	49938		1	1.000	1.035	1.070	1.105	1.140	1.175

SECTION 18 SUPPLEMENTAL SCHEDULE

POSITION	%	Step 1	Step 2	Step 3
Athletic Director	14.00%	4,858	4,958	5,058
Head HS Baseball/Softball/Wrestling	13.0%	4,496	4,596	4,696
Asst HS BaseB/SB/Wr	10.0%	3,413	3,513	3,613
HS Wrestling Cheerleading	8.0%	2,690	2,790	2,890
MS FB/VB/BB/Wr/CC	7.0%	2,329	2,429	2,529
MS Track	6.0%	1,968	2,068	2,168
MS BskB Cheerleaders/Music	3.0%	983	1,034	1,084
MS FB Cheerleaders	2.0%	615	673	723
Play (each)	3.0%	984	1,034	1,084
MS Quiz Bowl	3.0%	984	1,034	1,084
MS Student Council	2.0%	623	673	723
MS Class Sponsor/Yearbook	1.5%	442	492	542
History Fair	1.2%	334	384	434
Math Bee	1.0%	260	311	361
Spelling Bee, Invent Iowa	0.5%	130	156	181

SECTION 19 GRIEVANCE REPORT

Name of Grievant: _____

LEVEL II

A. Date Violation Occurred: _____

B. Section(s) of Handbook Violated: _____

C. Statement of Grievance: _____

D. Relief Sought: _____

Signature Date

E. Disposition of Principal or Immediate Supervisor: _____

Signature of Principal or Immediate Supervisor Date

LEVEL III

A. _____
Signature of Grievant Date Received by Superintendent

B. Disposition by Superintendent or Designee: _____

Signature of Superintendent or Designee Date

EMPLOYEE ACKNOWLEDGEMENT FORM

This handbook describes important information about employment with the North Kossuth 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 Kossuth 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