



***SUPPORT STAFF
HANDBOOK***

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INTRODUCTION

SCHOOL DISTRICT “MISSION STATEMENT”

“ENGAGING ALL STUDENT TO EMBRACE THE POWER OF LEARNING”

INTRODUCTORY STATEMENT

This Employee Handbook has been prepared for support staff members. The provisions described herein are the terms and conditions governing employment in the Oskaloosa School District and compliance with them is required.

Support staff members who are in the bargaining unit covered by the collective bargaining contract between the Board of Education (Board) and the Oskaloosa Support Staff Association (Association) will be referred herein to the terms of the valid collective bargaining contract for those provisions that are still governed by that contract. For those terms and conditions of employment that are not addressed by the contract, the provisions described herein are binding and compliance with them is required.

This Employee Handbook is a collection of selected employment policies and administrative guidelines, as well as rules and regulations of School District of Oskaloosa. It has been prepared to acquaint all support staff members with the policies and administrative guidelines, rules, and regulations that govern their employment in the District, and to provide for the orderly and efficient operation of the District.

It is each support staff member’s responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and/or the administrative guidelines promulgated by the administration that are available electronically on the District website, as well as the rules and regulations contained herein.

If you have questions regarding any of the Board Policies, administrative guidelines, rules or regulations set forth in this Handbook, or about matters which are not covered, please direct them to your immediate supervisor.

EQUAL EMPLOYMENT OPPORTUNITY

The Oskaloosa Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. In employing individuals, the Board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, national origin, religion, age, sexual orientation, gender identity, or disability. In keeping with the law, the Board will consider the veteran status of applicants.

If the professional staff member has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment (s)he should refer to Board Policy 401.1.

DISCLAIMER STATEMENT

This Employee Handbook has been prepared for informational purposes only. None of the statements, policies and administrative guidelines, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied.

Furthermore, any staff member who violates any of the terms and conditions of employment set forth in this Employee Handbook may be subject to disciplinary action in accordance with Board Policy 407.4

HANDBOOK SUBJECT TO CHANGE

Although every effort will be made to update the handbook on a timely basis, the Oskaloosa Community School Board of Directors reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without employee approval. Changes will only be made after deliberation at a public meeting. The staff will be made aware of any potential changes no later than 7 days prior to a meeting of the Board.

COMPENSATION AND BENEFITS

An employee required to hold a license, authorization, or certification for his/her position is solely responsible for ensuring it is current. Failure to do so could, and likely will, result in termination because by law the district cannot pay an employee who does not have a current license, authorization, or certification.

ACTIVITY PASSES

Support staff employees will have the opportunity to work two (2) activity events (e.g. ticket admission, supervision) and receive an individual activity pass. If the employee works four (4) the employee will receive a pass for their spouse and children.

GROUP INSURANCE BENEFITS

Each employee will have the option of choosing one of the three health insurance plans listed below. Employees will be required to enroll in the insurance coverage tier that incurs the least cost to the District. Where both spouses qualify for District insurance benefits, the employees are required to be enrolled on the same policy.

		PLAN 1	PLAN 2	PLAN 3
Deductibles	Single	\$3,000	\$500	\$1,000
	Family	\$6,000	\$1,000	\$2,000
Office Calls	Network	Deductible	\$10/\$25	\$20
	Non-network	Deductible	30%	20%
Coinsurance	Network	NA	10%	10%
	Non-network	NA	30%	20%
Out-of-Pocket Max	Single	\$3,000	\$1,000	\$2,000
	Family	\$6,000	\$2,000	\$4,000
Prescription Drugs	Tier 1/2/3	Deductible	\$5/\$15/\$30	\$5/\$25/\$40

Specialty

Deductible \$85

\$85

PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

Eligible Staff members who are provided coverage under fully insured group health plans are assured the privacy protections required by Federal and State law.

LIFE & LONG TERM DISABILITY INSURANCE

Life Insurance and Long Term Disability Insurance will be provided to staff members who are employed 30 hours per week or more in accordance with the group plans. The District premium contribution will be 100% unless prorated for those working less than full-time.

FLEX PLAN

A flexible spending account for health insurance premiums, dependent care and medical expenses will be made available to staff. The flexible spending plan will be in accordance with all federal and state regulations and will require an annual election form for dependent care and medical expenses for participation in the plan.

403B PLAN

The Board has authorized the Administration to allow for payroll deduction for licensed employees' tax-sheltered 403(b) retirement investment funds as overseen by the State of Iowa Department of Administrative Services Retirement Investors' Club. Licensed employees wishing to have payroll deductions will submit the appropriate paperwork as provided for by the State of Iowa, Internal Revenue Service, and Board Secretary.

Board Policy - 406.6

TRAVEL COMPENSATION – Within the District

Employees traveling on behalf of the Oskaloosa School District and performing approved school district business will be reimbursed for their actual and necessary expenses. Employees required to travel in their personal vehicle between school district buildings to carry out the duties of their position may be reimbursed at the federal rate (.535) cents per mile and must have the travel pre-approved by the Superintendent.

Board Policy 401.7

TRAVEL COMPENSATION – Outside the District

Employees traveling on behalf of Oskaloosa School District and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs.

Travel outside of the school district must be pre-approved. Pre-approval will include an evaluation of the necessity of the travel, the reason for the travel and an estimate of the cost of the travel to qualify as approved school district business. Travel outside the school district by employees, other than the superintendent, must be approved by the

superintendent.

Reimbursement for actual and necessary expenses will be allowed for travel outside the school district if the employee received pre-approval for the travel. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed receipt, indicating the date, purpose and nature of the expense for each claim item. Failure to have a detailed receipt will make the expense a personal expense. Personal expenses, including mileage, in excess of that required for the trip are reimbursed by the employee to the school district no later than 10 working days following the date of the expense.

Reimbursement for actual and necessary expenses for travel outside the school district will be limited to the pre-approved expenses. Pre-approved expenses for registration are limited to the actual cost of the registration. Board Policy 401.7

Food reimbursement will be at a maximum of \$35.00 each day, with suggested limits of the following: Breakfast \$8.00, Lunch \$12.00, Dinner \$15.00.

EMPLOYEE RELATIONS

EMPLOYEE DISPUTE

The Director of Operations shall be the immediate supervisor for the custodians and maintenance/grounds employees. The Building Principal shall be the immediate supervisor for the secretaries and associates. The Transportation Director shall be the immediate supervisor for the transportation employees. The Food Service Director shall be the immediate supervisor for the food service employees.

TIMELINES

The failure of an employee to act on any dispute within the prescribed time lines will act as a bar to any further appeal and a waiver of any claim. The failure of the supervisor or Superintendent to act on any dispute within the prescribed time lines shall be deemed a denial of the claim.

ASSOCIATION'S RIGHTS TO REPRESENT

The Association may represent any bargaining unit employees that wish to be represented through all levels of the procedure.

STEP I - IMMEDIATE SUPERVISOR

The immediate supervisor shall arrange for a conference with the employee within five (5) days of the receipt of Schedule C Grievance report. The supervisor shall provide the employee a written disposition (including reasons) within five (5) days of the conference.

STEP II - SUPERINTENDENT

If the employee is not satisfied with the disposition of the dispute at Step I, the employee may, within five (5) days of receipt of the Step I disposition, submit the dispute in writing to the Superintendent or his/her designee. The Superintendent or his/her designee shall have a conference with the employee within five (5) days. Upon conclusion of the conference, the Superintendent or his/her designee shall provide a

written disposition including reasons to the employee within five (5) days of the conference.

STEP III – BOARD OF EDUCATION

If the employee is not satisfied with the disposition of the grievance at Step II, the employee may, within five (5) days of receipt of the Step II disposition, submit the dispute in writing to the Board of Directors. The Board may conduct an informal hearing to allow due process. Upon conclusion of the meeting, the Board or designee shall provide a written disposition to the employee within ten (10) days of the hearing.

NO REPRISALS

No reprisals of any kind will be taken by the Board, the school administration, or their representatives against any bargaining unit member because of any participation in this procedure.

EMPLOYEE RECORDS

The Oskaloosa Community School District will maintain personnel records on employees. The records are important for the daily administration of the educational program, for implementing board policy, for budget and financial planning, and for meeting state and federal requirements.

The records will include, but not be limited to, records necessary for the daily administration of the school district, salary records, evaluations, application for employment, references, and other items needed to carry out board policy. Employee personnel files are school district records and are generally considered confidential records and therefore are not open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent or non-confidential records such as an employee's salary or individual contract, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Employees may have access to their personnel files, with the exception of letters of reference, and copy items from their personnel files at a time mutually agreed upon between the Superintendent and the employee. The school district may charge a reasonable fee for each copy made. Board Policy - 401.5

EVALUATION PROCEDURES

Evaluation of classified employees on their skills, abilities, and competence is an ongoing process supervised by the superintendent. The goal of the formal evaluation of classified employees is to maintain classified employees who meet or exceed the Board's standards of performance, to clarify each classified employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the Board, and to develop a working relationship between the administrators and other employees.

It is the responsibility of the superintendent to ensure classified employees are formally evaluated annually. New and probationary classified employees are formally evaluated at least twice a year. Board Policy - 411.7

PROBATIONARY STATUS

The first ninety days of a newly employed classified employee's assignment is a probationary period. "Day" is defined as one workday regardless of full-time or part-time status of the employee. New employees, regardless of experience, are subject to this probationary period.

"New" employees includes individuals who are being hired for the first time by the school district and those who may have been employed by the school district in the past, but have not been employed by the Board during the school year prior to the one for which contracts are being issued. Only the Board, in its discretion, may waive the probationary period.

PUBLIC COMPLAINT ABOUT AN EMPLOYEE

The board recognizes situations may arise in the operation of the school district which are of concern to parents, employees, students and other members of the school district community. While constructive criticism is welcomed, the board desires to support its employees and their actions to free them from unnecessary, spiteful, or negative criticism and complaints that do not offer advice for improvement or change.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to board consideration however, the following should be completed:

- (a) Matters should first be addressed to the employee;
- (b) Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal or director;
- (c) Unsettled matters regarding (b) above or problems and questions concerning the school district should be directed to the superintendent;
- (d) If a matter cannot be settled satisfactorily by the superintendent, it may be brought to the board in writing and signed. It is within the board's discretion to hear and act upon complaints.

Board Policy - 402.5

REDUCTION IN STAFF

The Board may reduce the support staff as necessary. Such staff reductions will be made in compliance with Board Policy. The Board has the exclusive authority to determine the appropriate number of employees. A reduction of employees may occur as a result of, but not be limited to, changes in the education program, staff realignment, changes in the size or nature of the student population, financial situation considerations, and other reasons deemed relevant by the Board.

The reduction in employees will be done through normal attrition if possible. If normal attrition does not meet the necessary reduction in force required, the board may terminate employees.

It is the responsibility of the superintendent to make a recommendation for termination to the Board. The superintendent shall consider the following criteria in making the recommendations:

Endorsements and educational preparation within the grade level and subject areas in which the employee is now performing;
Relative skills, ability and demonstrated performance; and
Number of continuous years of service to the school district. This will be considered only when the foregoing factors are relatively equal among employees.

Due process for terminations due to a reduction in force will be followed.

TRANSFERS & ASSIGNMENTS

Determining the location where an employee's assignment will be carried out is the responsibility and within the sole discretion of the Board. In making such assignments, the Board will consider the qualifications of each licensed employee and the needs of the District.

The District Administration is responsible for the proper assignment of all professional staff members in conformance with any legal or certification requirements. Assignments for the forthcoming school year will be made in accordance with Board Policy.

Board Policy 411.5 & 411.6

WORKDAY

1. Custodians & Maintenance/Grounds

Custodians

For custodians hired prior to July 1, 2010, the workday is nine (9) hours per day from the first day of student attendance to the last day of student attendance according to the Board-approved school calendar, except for non-student days, when the workday shall be eight (8) hours. For the period before the first day of student attendance and the period after the last day of student attendance, the workday shall be eight (8) hours. For Parent/Teacher Conference and Trimester Teacher Workshop days, custodians shall have the choice of an eight (8) hour or nine (9) hour day unless the supervisor specifies a nine (9) hour day. For all other Teacher In-service/Workshop and School Break days, custodians shall work an eight (8) hour day. All other custodians will have their workday hours and overtime arranged by the Director of Operations, which may include working nine (9) hours on student attendance days. A full workday includes two fifteen (15) minute paid breaks and a one (1) hour unpaid lunch unless prior arrangements are made with the Director of Operations.

When school is dismissed early, and on non-student days when staff is not scheduled to be present, the second shift employees may request permission of the supervisor to report to work early. If the employee is needed to work a scheduled school related activity, the supervisor may deny the request and the employee will work their normal shift.

For weekends or any after-normal-hour activities in any building, the work shall first be offered to a full-time custodian regularly assigned to that building.

Maintenance/Groundskeeper

The workday for maintenance/grounds employees shall be determined by the Director of Operations. The workday shall not be less than eight (8) hours unless mutually agreed upon by both the employee and supervisor. All other employees shall have their overtime arranged by the Director of Operations. The workday includes two fifteen (15) minute breaks and a one (1) hour unpaid lunch unless prior arrangements are made with the Director of Operations.

Associates, Secretaries, & Food Service

The workday for associates, secretaries, and food service employees will be defined by

their individual agreement. Food service employees shall be paid for leaves and holidays based upon their contracted hours.

Transportation

The workday for the transportation employees will be determined by the Transportation Director, and will generally consist of the time required to perform the necessary pre-trip vehicle inspections, driving the specified route to pick up or drop off students, and the required post-trip vehicle inspections. The minimum call-in emergency situations shall be one (1) hour.

WORK WEEK

The work week for all employees is Monday through Friday.

WORK YEAR

The work year for all twelve (12) month custodian & maintenance/grounds employees shall be July 1 through June 30. For associates, secretaries, food service and transportation, the work year will be their individual assignment.

DISTRICT PROCEDURES AND GUIDELINES

BREASTFEEDING

Section 4207 of the Affordable Care Act amends the Fair Labor Standards Act (FLSA) of 1938 ([29 U.S. Code 207](#)) to require an employer to provide reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express milk. The employer is not required to compensate an employee receiving reasonable break time for any work time spent for such purpose. The employer must also provide a place, other than a bathroom, for the employee to express breast milk. For additional information, please visit the "Break Time for Nursing Mothers" section of the United States Department of Labor website located at <http://www.dol.gov/whd/nursingmothers/>.

DISCIPLINE

Employee violations of board policy and work rules may result in discipline, up to and including termination. Employees whose employment is terminated will be given the appropriate level of due process as required by law.

PURCHASING

All purchases must have pre-approval from your building administrator or Director. Any purchase made without pre-approval will be considered a personal expense, and will not be reimbursed by the district.

Purchase Order Process

- Obtain Pre-approval form from your building secretary or director.
- Complete the form in detail and submit to building principal / director for approval.
- The order can be processed after your supervisor has signed the Purchase Order.
- Notify the vendor of the district's tax-exempt status at the time the order is placed.
- Verify the shipping address to your appropriate building.

STAFF MEETINGS

Staff meetings provide an opportunity for the communication of important school district information to be shared between administration and employees. Employees are expected to attend staff meetings unless they are on leave or excused by an administrator.

STANDARDS OF CONDUCT IN THE WORKPLACE

DRESS CODE AND GROOMING

All employees are required to dress in a professional and appropriate manner. Any clothing which could be deemed unsafe could result in disciplinary action. Clothing deemed inappropriate will be discussed with the employee. As role models for students, all staff members are expected to not only dress appropriately, but to practice exemplary hygiene. Employees are also expected to utilize safety equipment assigned them during the performance of their duty.

Employees furnished work uniforms are expected to keep them clean and in good repair. The uniforms must be returned to the district when they become unwearable or upon termination of employment. Board Policy 404.1

EMPLOYEE USE OF CELL PHONE

School district and personal phones and message devices are to be used appropriately at times that do not conflict with the employees' duties. All personal calls should be made during sanctioned breaks. District telephones are only for official school business. Failure to follow this guideline will result in disciplinary action.

NEGLECT OF DUTIES

All employees are mindful that students are not to be left unattended and employees should not place themselves in any position where student safety is at risk or neglect of duty could be claimed. Employees, in a supervisory role, needing to leave an area where students are present must ensure another adult is present before leaving.

INSUBORDINATION

Insubordination, disobedience, failure or refusal to follow the written or oral instructions of supervisory authority or to carry out work assignments will not be tolerated. Insubordination will result in discipline up to and including termination.

TECHNOLOGY USE / SOCIAL MEDIA

Usage of the school district's computer resources is a privilege, not a right, and use entails responsibility. All information on the school district's computer system is considered a public record. Whether there is an exception to keep some narrow, specific *content* within the information confidential is determined on a case by case

basis. Therefore, users of the school district's computer network must not expect, nor does the school district guarantee, privacy for e-mail or use of the school district's computer network including web sites visited. The school district reserves the right to access and view any material stored on school district equipment or any material used in conjunction with the school district's computer network.

Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external web site without consent of the superintendent. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external web sites. Employees shall not use the school district logos, images, iconography, etc. on external web sites. Employees shall not use school district time or property on external sites that are not in direct-relation to the employee's job. Employees, students and volunteers need to realize that the Internet is not a closed system and anything posted on an external site may be viewed by others, all over the world. Employees, students, and volunteers who do not want school administrators to know their personal information, should refrain from exposing it on the Internet. Employees, who would like to start a social media site for school district sanctioned activities, should contact the superintendent and must work with Shari Barnhart in establishing and maintaining the site. Board Policy - 401.13

STUDENTS AND CLASSROOM ISSUES

CHILD ABUSE REPORTING

The Oskaloosa Community School District believes in protecting our students and we strive for them to be productive without outside factors weighing on their ability to learn. In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. Employees are required as mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

Child abuse is the result of the acts or omissions of a person responsible for the care of a person under the age of 18 who has suffered one or more of the categories of child abuse as defined in IOWA CODE 232.68 (physical abuse, mental injury, sexual abuse, denial of critical care, child prostitution, presence of illegal drugs, manufacturing or possession of a dangerous substance, bestiality in the presence of a minor, allows access by a registered sex offender, or allows access to obscene material).

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse, or submit evidence they have taken the course within the previous five years. The course will be re-taken at least every five years. Board Policy - 402.2

INDIVIDUALS WITH DISABILITIES ACT (IDEA)

The Individuals with Disabilities Education Act (IDEA) is a federal law ensuring services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention, special education and related services to eligible children. Employees are expected to comply with IDEA. For additional information regarding IDEA, please visit The United States Department of Education website, located at <http://idea.ed.gov/explore/home>. Additionally, employees are expected to follow school district procedures for identifying students who need additional assistance and meet the needs of identified students.

SECTION 504

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive Federal financial assistance from the U.S. Department of Education (ED). Section 504 provides: "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance"

The Section 504 regulations require a school district to provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the disability. Under Section 504, FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met.

Teachers and designated support staff are responsible for implementing the Section 504 plan for identified individuals. It is important that teachers and support staff are aware of the student's disability and the accommodation and/or related services needed for the student to benefit from any program activity offered by the school district. It is recommended that the student's teacher be a member of the Section 504 team determining eligibility and/or creating the plan for an eligible individual. Noncompliance with the written Section 504 plan may result in court involvement.

Inquires concerning the school district's compliance with the regulations implementing Section 504 should be directed to: Andy Hotek, Middle School Principal, (Phone No.) 641-673 - 8345

SEARCHES OF STUDENTS AND PROPERTY

In order to protect the health and safety of students, employees, and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order. Employees must never search, pat down or otherwise inspect a student and his or her belongings without the notification of the principal. The principal will determine whether there is a reasonable belief that a law, school rule or board policy has been violated to justify the search or whether law enforcement should be contacted.

Employees should never search or inspect a student's person or belongings without another adult present and only adults of the same sex of the student should be present during the search or inspection. For additional information regarding searches of students and property, please consult IOWA CODE 808A.1. Board Policy 502.8

HEALTH AND WELL-BEING

ANTI-HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Oskaloosa Community School District. The board is committed to providing all employees and students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of employees and students by other students, by school employees, and by volunteers will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization of employees and students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

Board Policy 104 – Anti-Bullying/Harassment
Board Policy 403.5 – Employee Harassment

BLOOD-BORNE PATHOGEN

Annually, all employees will be required to take the BB Pathogen Training.

Board Policy 403.3

SMOKE AND TOBACCO FREE WORKPLACE

The Oskaloosa Community School District committed to providing a safe and healthy workplace and to promoting the health and well-being of employees. As required by Iowa Code 142D, the Iowa Smoke-Free Air Act, and also motivated by a desire to provide a healthy work environment, The Oskaloosa Community School District prohibits smoking, and the use of tobacco and nicotine products as cited in board policy, on all school grounds and in school vehicles.

Board Policy 905.2

REPORTING WORK RELATED INJURY

Employee, as well as student safety, is a major district concern, and employees should remove themselves from and report any situations where their safety may be compromised. When an employee becomes seriously injured on the job, the employee's supervisor will attempt to notify a member of the family, or an individual of close

relationship, as soon as the employee's supervisor becomes aware of the injury.

If possible, an employee may administer emergency or minor first aid. An injured employee will be turned over to the care of the employee's family or qualified medical employees as quickly as possible.

It is the responsibility of the employee injured on the job to inform Chad Vink within twenty-four hours of the occurrence. It is the responsibility of the employee's immediate supervisor to file an accident report within twenty-four hours after the employee reported the injury.

Board Policy - 403.2

LEAVES

ABSENTEEISM

In order to accomplish the goals and mission of the Oskaloosa Community School District, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of a workday. Employees must notify their Building administrator of all times when they will be absent. Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action. Failure to report promptly at the starting time or leaving before the scheduled quitting time or failure to timely notify the proper supervisor of impending absence or tardiness, prior to designated starting time, is reason for disciplinary action. Leaves of absences without pay are not encouraged. Requests for leave of absence without pay will generally be denied. Every employee should know to whom they report absences and submit leave requests.

Board Policy 409.1

HOLIDAYS

CUSTODIANS & MAINTENANCE/GROUNDSKEEPER

Twelve month custodial & maintenance/grounds employees shall be entitled to the following six (6) paid holidays:

- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Memorial Day
- Fourth of July

In addition, there shall be three (3) floating holidays during the year. No employee shall be required to perform duties on any of the above holidays, except building checks and emergencies.

ASSOCIATES

Associates shall be entitled to two (2) paid holidays per year, Christmas day and New Year's.

SECRETARIES

Secretaries that work 260 contract days will receive eight (8) holidays, including Independence, Labor, Thanksgiving, Day after Thanksgiving, Christmas Eve,

Christmas, New Year's, and Memorial Day. Secretaries who work thirty-five (35) or more hours per week will receive five (5) paid holidays. All other secretaries will receive two (2) paid holidays, Christmas Day and New Year's Day.

FOOD SERVICE

Food service employees who work thirty (30) or more hours per week will receive two (2) paid holidays, Christmas Day and New Year's Day.

VACATIONS

CUSTODIANS & MAINTENANCE/GROUNDSKEEPER

Custodian & maintenance/grounds employees hired prior to July 1, 2010, and who are employed on a 12-month basis shall be granted a paid vacation on the basis of time employed beginning with July 1 and ending June 30 as follows:

a. One-half (1/2) day of paid vacation shall be earned for each month of employment through the first four (4) months of employment of each year, and one (1) day of vacation shall be earned for each month of employment extending from the fifth through the twelfth month.

b. Employees who have worked five (5) years or more will receive fifteen (15) days of vacation per year. One (1) day of said vacation shall be earned for each month of employment through the 12th month when an additional three (3) days shall be credited for a total of fifteen (15) for the 12 months.

c. Employees who have worked fifteen (15) years or more will receive twenty (20) days of vacation per year. One (1) day of said vacation shall be earned for the first month, one and one-half (1 1/2) days of said vacation shall be earned from the second month through the seventh month, and two (2) days of said vacation shall be earned from the eighth through the twelfth month of employment, for a total of twenty (20) days for the year. Retiring employees shall earn vacation as follows: two (2) days per month for the first two (2) months of the year, one and one-half (1 1/2) days per month for each of the next eight (8) months and two (2) days per month for the final two (2) months.

All other custodian & maintenance/grounds employees who are employed on a 12-month basis shall be granted a paid vacation on the basis of time employed beginning with July 1 and ending June 30 as follows:

a. No vacation shall be earned for the first two months of employment of each year. One-half (1/2) day of paid vacation shall be earned for each month of employment extending from the third through the twelfth month.

b. Employees who have worked five (5) years or more will receive ten (10) days of vacation per year. One-half (1/2) day of paid vacation shall be earned for each month of employment through the first four (4) months of employment of each year, and one (1) day of vacation shall be earned for each month of employment extending from the fifth through the twelfth month.

c. Employees who have worked fifteen (15) years or more will receive fifteen (15) days of vacation per year. One (1) day of said vacation shall be earned for each month of employment through the 12th month when an additional three (3) days shall be credited for a total of fifteen (15) for the 12 months.

d. Vacation time is non-cumulative and shall be paid based upon an eight (8) hour day.

e. No vacation pay will be to any part-time employee.

f. Vacation time as listed above is earned throughout the year and available for

use the following contract year. If an employee resigns or is terminated during the year, the employee will receive appropriate compensation for the vacation days earned during the current year as prescribed above.

CUSTODIANS

All vacations shall be scheduled with, and its subsequent approval is the sole discretion of, the Director of Operations. While most requests will be granted if adequate remaining staff is available, a reason for denial does not need to be provided. When scheduling vacation within fifteen (15) days prior to the first day of student attendance, preference will be given to the most senior staff first, provided that request is submitted at least thirty (30) days prior to the start of the requested vacation.

MAINTENANCE/GROUNDSKEEPER

Maintenance/grounds employees shall schedule vacation during student attendance days with their immediate supervisor. If a conflict occurs, the supervisor shall assign vacation, but not before consulting the involved employee(s). Dependent upon work schedules, projects to be completed, work load, emergencies, etc., maintenance/grounds employees may take vacation time during the summer months (i.e. non-student days) if scheduled with the approval of their immediate supervisor.

SAFETY AND SECURITY

BUILDING SECURITY

The Oskaloosa Community School District is committed to maintaining a safe and secure learning environment for students and staff. In order to accomplish this, it is the responsibility of all employees to do their part in creating this safe and secure environment. Employees should contact their building administrator to report any security/safety hazard(s) or condition(s) they identify. Employees should immediately report any lost or stolen keys / ID entrance cards to the Operations Center @ 673-7294.

DRILLS AND EVACUATIONS

Periodically the school holds emergency fire, tornado, and ALICE Training Drills. At the beginning of each trimester teachers must notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas must be posted in all rooms. All support staff members need to be aware of their building's policies and procedures.

EMERGENCY CLOSINGS

When the superintendent decides the weather threatens the safety of students and employees, he will notify the local media, place the information on the district website, and utilize the district notification system to broadcast a school closing announcement. Parents and employees are encouraged to sign up for the notification system at the start of each school year with an appropriate email / text message number.

EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT

I acknowledge that I have received or can access a copy of the Oskaloosa Community School Employee Handbook available at <http://www.oskaloosa.k12.ia.us> I understand the Employee Handbook contains important information about the Oskaloosa Community Schools and my role, responsibilities, and duties as an employee. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult Superintendent Russ Reiter with any questions I have about the contents of the Employee Handbook or any questions that I feel were not addressed.

I understand that the Employee Handbook is a general source of information and may not include every possible situation that may arise. I acknowledge that the Employee Handbook is not intended, and does not constitute a contract between the Oskaloosa Community School District and any one or all of its employees.

Employee's Signature

Date

Employee's Name (Printed)

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE - COPY PROVIDED TO EMPLOYEE