

Humboldt Community School District  
Home of the Wildcats

2023-2024 Employee Handbook



Reviewed by Humboldt Community School District  
Board of Education – July 17, 2023

**“Learning and Success for All”**

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## **WELCOME**

Welcome to the 2023-2024 school year! I'll always remember Alisa Simeral's school improvement work. I found this comment most thought-provoking. "It's not the doing that matters. It's the mindset that matters." Teamwork and high expectations are the keys to our success. We have many embedded structures in place that allow all to succeed. Please be ready to:

- Approach our work with a positive attitude.
- Be "present" with students. Please make the most of their instructional time with you.
- Celebrate, have fun, and appreciate this great opportunity.
- Consider how you can provide excellent service to all.
- Reflect on current practice and consider possibilities for improvement.
- Find ways to make someone's day better.

We are fortunate to have you as a Humboldt Community School District employee. The purpose of the Employee Handbook is to provide you with information that will assist you in your efforts to learn about the philosophy, policies, and procedures of the Humboldt Community School District. Recruiting and retaining talented staff is one of our district's highest priorities. We want your employment to be a long, fulfilling, and rewarding experience. It continues to be my privilege to serve you. As always, I welcome your questions.

Jim Murray, Superintendent

## **PREFACE**

The Employee Handbook is a resource that helps inform employees of expectations and services available. By thoroughly reading this handbook and any applicable contract, policies and/or agreements, employees will be informed of benefits and opportunities as well as of potential consequences of failure to meet the expectations of the Humboldt Community School District. We realize that most of the information in this handbook may be common knowledge for employees, but we feel it is necessary to document expectations of services and ethics when performing your job. The handbook also provides for consistency of procedures between buildings.

The information, procedures, and practices contained in the Employee Handbook will be reviewed and approved annually. The Employee Handbook may be changed during the year only when needed to comply with changes in state or federal law, department of education policy, or other superseding directives. Employees are required to review this handbook annually so that they understand their responsibility to comply with the district policies, practices, and work rules. Employees are encouraged to review district policies and procedures in detail and to request any clarification from the Human Resources office.

This Employee Handbook contains general guidelines and information. This handbook is not a contract. It is provided for informational purposes only and is not intended to be comprehensive or to address all the possible applications of, or exceptions to, general School District policies and procedures. For that reason, employees who have questions concerning eligibility for a particular benefit, or the applicability of a policy or practice should address their specific questions to the Human Resources Director. Neither this handbook nor any other school district publication confers any right, either expressed or implied, to employees.

Some of the subjects described in this Employee Handbook are covered in more detail in other documents such as the work place parameters included in the contracts. You should refer to those documents for more specific information, since this handbook only briefly summarizes benefits and other terms and conditions of employment. For example, the terms of the written insurance policies purchased by the school district for employees' benefit are controlling.

## Humboldt Community School District Strategic Goals & Priorities



### **Mission Statement: “Learning and Success for All”**

- **Provide a safe, nurturing, and drug-free environment for all.** Success looks like....
  - Devoted time and support for socio-emotional learning, including mental health awareness and checkpoints.
  - Inviting buildings with high leadership visibility
  - Professional learning and support for all staff, including teachers, associates, activity sponsors, and coaches.
  - Foster acceptance and appreciation of diversity within our community
- **Educational excellence and equity for every student.** Success looks like....
  - Professional learning for connecting with all students, including equity, dialogue, personalized learning, engagement, and diversity.
  - Maintain a robust Multi-Tiered System of Support to meet the needs of ALL learners
  - Provide academic opportunities and partnerships, including special education, future-ready, English language learners, and talented and gifted.
- **Strengthen communication and stakeholder partnerships.** Success looks like...
  - Support proactive, transparent, and honest communication to foster trust and collaboration.
  - Establish and maintain strong partnerships among students, families, and staff.

- Be approachable and act with integrity to address stakeholder questions, issues, and suggestions.
- Effectively communicate with all stakeholders.
- **Fiscal responsibility**
- Continuous attention to student programs and opportunities, especially supporting innovative, growing, and flourishing.
- A long-range financial plan for projecting revenues and expenditures for the district to remain financially stable.
- Modernize facilities and communication infrastructure to ensure safety for the staff, students, and community members who use our facilities.
- Attract and retain outstanding professionals to serve in all roles

## **BOARD OF EDUCATION**

Please see Humboldt Community School District’s home webpage, [www.humboldt.k12.ia.us](http://www.humboldt.k12.ia.us) and click on the District tab and “School Board” link to view the Board of Education goals , members, meeting schedule, and minutes and Board of Education policies.

Board policies are established for the success, safety, and protection of all school employees in the performance of their duties. Board policies are available at the central office and on the district’s website. [Humboldt School Board Policies](#)

## **CENTRAL OFFICE**

Our central office staff is ready to provide great service. All questions are welcomed. Click the following link for more information about the staff and contact information: [Administrative Staff Directory and contact information](#).

Humboldt Community School District  
401 13th Street S.  
Humboldt, IA 50548  
515-332-1330

Office hours are Monday-Thursday 7:30 am.-4:30 pm. and 7:30am-4:00pm on Fridays. Summer hours are Monday through Thursday 8:00 am-4:00 pm.

**EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION**

Humboldt 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. It is the policy of the Humboldt Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (Employment only), marital status (programs), sexual orientation, gender identity and socioeconomic status (students/program only) in its educational programs and its employment practices. If you have questions or a grievance related to this policy please contact the District’s Coordinator, Payroll/Human Resources Director, Michelle Thomas, 515-332-1330, [mthomas@humboldt.k12.ia.us](mailto:mthomas@humboldt.k12.ia.us). ([Reference board policy 401.1](#))

**A Contracted School Year For All**

Link: [2023-2024 School Calendar](#)

**Holidays**

Holidays listed shall be non-school days with pay to the employees. These holidays shall be counted as a part of the basic contract days of employees covered if in contract.

Labor Day                      New Year’s Day              Christmas Day  
 Thanksgiving Day      Good Friday                  Memorial Day

**Inclement Weather**

Occasionally school may be delayed, released early or canceled due to weather such as fog, snow, or ice. For a late start staff are expected to be in their classroom at the designated time. Example for a one (1) hour late start would mean staff should be in their classroom at 9:00 a.m. Employees shall be dismissed ten (10) minutes after student dismissal on shortened school days, but employees will remain longer if necessary for the safety of the students.

***Snow Day Make Up for Various Groups***

	<b>District Secretaries Technology</b>	<b>Building Secretaries</b>	<b>Associates</b>	<b>Custodians</b>
Snow days No School	Not required to attend. Time to be made up on weekends or after hours.	Not required to attend. Make up at designated snow make up days during	Make up at end of year	Report unless Director of Maintenance determines that roads in Humboldt are too dangerous. Vacation leave can be utilized. Arrangements to make up the hours will be pre-approved through the Director of Maintenance.



		and/or end of year.		
Released for snow/ice	Released when roads are too hazardous in Humboldt. Time to be made up on weekends or after hours.	Released when school is dismissed. Are paid	Released when school is dismissed. Are paid.	When school is dismissed due to winter weather conditions and driving is hazardous. Communicate to director on your leaving. Vacation leave can be utilized. Arrangements to make up the hours will be pre-approved through the Director of Maintenance.
Late start	Arrive as soon as possible. Time to be made up on weekends or after hours.	Arrive two or ? hours late. Are paid.	Arrive two or ? hours late. Are paid.	Arrive at regular time. Vacation leave can be utilized. Arrangements to make up the hours will be pre-approved through the Director of Maintenance.

**Professional Development Days / Meetings**

Professional Development days are identified in the school calendar. Attendance is required when they occur.

Early Outs for PD & Conferences are included in Student Days. Associates should work with their supervisor for determining work hours after early dismissal and during professional development days. Personal leave may not be used during staff development days or parent-teacher conferences unless it is in place of individual teacher preparation/grades

Additional meetings may be held as the need arises with at least a twenty-four (24) hour advance notice of all meetings except in case of an emergency. A reasonable effort will be made to limit meetings to not more than one hour. Staff attendance is required unless scheduled beyond the regular workday hours on days preceding non-work holiday, vacation periods or Fridays. If in an emergency you are unable to attend a staff meeting, please notify the principal. Each employee is responsible for obtaining the information that was announced and/or discussed.

## **Compensatory Time**

Employees occasionally need to work more than their daily contract time. All extra work time must have prior approval from the supervisor. When this happens, the employee may choose to comp their time and use it as paid time off at a later date to be arranged with the supervisor. Ideally the comp time should be used within the same work week. If this is not possible, the employee should complete a leave request for the date the comp time will be used. The employee should attach documentation to the leave request of when the hours were actually worked (i.e. paper time card and/or note on the computer time clock report). Compensatory time must be used within 30 days of the day worked OR the supervisor must contact payroll if a different time will be used; if not, the employee will be paid for the extra time. Salaried employees are not eligible for comp time per federal law.

## **Contract Day Flexibility**

Based on job requirements and expectations and as approved by the supervisor, there may be occasions when an employee is asked to work outside the regular contract year. In these cases. Flex Days are determined by mutual agreement between employee and supervisor. These days can be worked during the summer months, teacher professional development days and/or during Conference hours.

## **Hours:The School Day**

- The building principal will determine the 8 hour workday.
- On Fridays, days of early dismissal because of weather conditions and on days preceding scheduled holidays, the workday will end 10 minutes after the students are dismissed. Teacher in-service or work duties scheduled on a Friday shall not be subject to the early dismissal provision.
- The Administration may hold meetings before or after a normal workday.
- The building principals may make daily adjustments in the normal workday on an individual basis.
- Employees may leave their buildings during designated lunch periods if not in conflict with duty schedules.
- Parent Teacher Conferences will have compensatory time for staff participating.
- The district will provide at least a 20 minute duty free lunch period for each employee except in extenuating circumstances or when an employee makes a personal choice to work.

## **Employee Leave**

Staff members are responsible for entering their absences in a timely manner on the Employee Self Service each time they do not report to their regular building at their regular time.

## **Personal Illness**

All employees of the Humboldt Community School shall be entitled to leave of absence for personal illness or injury including temporary disability caused or contributed to by pregnancy with full pay in the following minimum amount:

- The first through third year of employment 13 days
- The fourth year of employment 14 days
- The fifth year of employment and each year thereafter 15 days

The above amounts apply only to the consecutive years of employment with the Humboldt Community School District. Unused portions of yearly sick leave may be accumulated to a total of 120 days maximum. The Board of Education may require such reasonable evidence as it may desire confirming the necessity for such leave of absence.

- Sick leave benefits in excess of 120 days maximum may be allow at the discretion of the Board.
- Every employee shall sign and approve his/her sick leave record at the end of each school year.
- An employee shall be allowed up to fifteen (15) paid days annually in the event of illness or injury in the immediate family, which days shall be charged to the employee's personal illness leave. Immediate family shall be defined as spouse, child or parent.
- An employee may use his/her annual allotment of personal illness leave before using accumulated personal illness leave from prior years.

## **Bereavement Leave**

- Each employee shall be granted up to (5) days of leave of absence with pay per occurrence due to the death of any member of the employee's immediate family.
- The immediate family shall be defined as: spouse, children, children legally in the employee's care, siblings, parents, grandparents, aunts, uncles, siblings-in-law, parents-in-law, sons/daughters-in-law, and grandchildren. (The list shall also include step-relative in the same categories as listed).
- All staff members may be granted up to (1) full day, or 2 half days leave with pay to attend the funeral of a person of close friendship or other significance in life. A written request for leave under this provision should be submitted to the principal for approval by the Superintendent one day prior to the leave day.
- All staff members will be granted leave with pay to attend the funeral of current Humboldt Community School District student or a student's parent.

## **Professional Leave**

A teacher who must be absent from his/her regular instructional duties for the purpose of attending a function closely related to the school work such as but not limited to, curriculum, study groups, technology, school extracurricular activities, subject grade etc. Must have the approval of the Principal in advance. No pay deduction shall be made for

such approved absences. Personal leave may not be used during staff development days or parent-teacher conferences unless it is in place of individual teacher preparation/grades

## **Personal Leave**

Certified Staff-3 days- Up to Two (2) unused personal days may be carried over to the next contract year. Unused Personal leave may be paid out annually in June at \$150 per day.

Business Office/Directors- Number of days set by contract. Unused personal leave paid out annually at \$150 per day.

Secretaries- 2 days-working 20 or more hours per week-Unused personal leave paid out annually at \$125 per day.

Teacher Associates-1 day-working 30 or more hours per week and 1 additional personal day for Associates that have 5+ years of service-Unused personal leave paid out annually at \$90 per day.

Bus Drivers-1 day.-Unused personal leave paid out annually at \$75 per day.

Custodians- 1 day-working 30 or more hours per week.- Unused personal leave paid out annually at \$100 per day.

\*Food Service-1 day- and 1 additional personal day for Food Service that have 5+ years of service working 30 or more hours per week, -Unused personal leave paid out annually at per diem rate.

\*Nurses-2 days-Unused personal leave paid out annually at \$150 per day.

- The employee will not be deducted the cost of a substitute.
- Personal leave may not be used during staff development days or parent-teacher conferences unless it is in place of individual teacher preparation/grades
- Personal leave may not be taken during the last ten (10) school days without approval of the Superintendent.
- The District agrees to grant Personal Leave during the last ten days of school for the purposes of attending annual events of children and major family events, including preparing for a child's graduation. Personal Leave will be allowed to extend a vacation/holiday pending a certified/suitable substitute may be found by the building principal.

## **Pregnancy/Newborn & Adoption Leave**

1. Employees giving birth shall receive up to six (6) weeks of paid leave immediately after the birth of a child to recover from the child birth. This leave will not be deducted from the employee's paid leave banks.
2. If, after this leave is exhausted, an employee may choose to take additional leave for up to an additional six (6) weeks ("Additional Leave"). If the employee chooses to take Additional Leave, the employee shall utilize accumulated sick leave, other paid leave, or unpaid leave. To utilize paid leave, the additional leave must be taken within the twelve (12) weeks immediately following the birth/adoption of the child.
3. Employees who do not give birth to a child but become a new parent receive up to two (2) weeks of paid leave immediately after the birth or adoption of their child. This leave will not be deducted from the employee's paid leave banks.
4. All leaves, paid or unpaid, for birth/adoption of a child shall run concurrently with, and will be applied to, any qualifying Family and Medical Leave.

## **Absence Without Pay (AWOP)**

- Absence without pay may be authorized by the superintendent or his/her designated representative for purposes which he/she considers necessary.
- Deduction for such absences shall be at the per diem rate of the contract.
- All personal leave/vacation leave must be utilized before any leave without pay is approved.
- AWOP will be limited to one time per year unless an emergency situation should arise. This request needs to be submitted at least five school days in advance.
- Any additional request for AWOP will only be considered in emergency situations. Staff should plan accordingly with vacations, student activities, graduations, etc. Exempt FMLA covered AWOP and ISEA delegate meetings.

## **Jury Leave**

- An employee shall be granted leave with pay for required jury duty.
- The employee shall turn over the jury stipend to the district. The employee shall notify the supervisor as soon as possible prior to such service and shall report back for duty as soon as released from jury duty.

## **Adoption Leave**

Ten (10) days for travel and legal matters relating to adoption of a child will be granted, five (5) days at district expense and the additional five (5) to be taken from personal illness leave. An additional five days may be granted from personal illness leave for the care of an adopted child.

## **Vacation Leave**

Employees eligible per contract job parameters.

## **Employee Sick / Family Leave Bank**

### **A. Enrollment**

A voluntary personal/family illness leave bank will be created for the use of those employees who choose to donate to the bank. Enrollment will take place, for the purpose of determining membership, on the first staff in-service day of the school year. If an employee is hired by the district after the start of the school year, enrollment will take place within the first five (5) days of employment in the district. This enrollment will be the joint responsibility of the Board and the Association.

### **B. Eligibility**

An employee must contribute days to the personal/family illness leave bank to be an eligible member of the bank. A member of the bank may use the bank for a *personal illness* when the illness results in the employee exhausting all personal illness leave and all personal leave. For an *immediate family member's illness*, an employee must exhaust all immediate family illness leave and all personal leave. For an *extended family member's illness*, an employee must exhaust all personal leave. A member of the bank may not use the bank if they are eligible for long-term disability insurance coverage for their personal illness.

The personal/family illness leave bank can only be used for surgeries, hospitalization, treatments related to a surgery or hospitalization (including cancer treatments), medical situations that are potentially life-threatening in nature, emergency room visits or verifiable emergency clinic care, and/or care of a family member suffering from a potentially life threatening condition.

The personal/family illness leave bank can be used for an employee or an employee's spouse, children, children legally in the employee's care, siblings, parents, grandparents,

aunts, uncles, siblings-in-law, parents-in law, sons/daughters-in-law, and grandchildren. (The list shall also include step-relative in the same categories).

When a member exhausts all applicable personal illness leave, immediate family illness leave, and personal leave, the member may apply to access the personal/family illness leave bank. The member must complete the Personal/Family Illness Leave Bank Application and submit it to the Board Secretary. A committee made up of the Superintendent and the Association President will review the application and determine whether the member is allowed to draw from the bank. If a tie, a selected teacher designee will review. The decision of the committee shall be final and not subject to appeal or grievance.

#### C. Contributions

Each year, each member of the bank will contribute two (2) days of personal illness leave to the personal/family illness leave bank, which shall be made available to members of the bank. Once the personal illness leave days have been contributed, the employee forfeits the days.

#### D. Limitations

Days in the personal/family illness leave bank are not carried forward from year to year. Employees must contribute to the pool annually to be eligible to participate. The bank can only distribute the number of days contributed in a given year.

#### E. Use of Sick Leave Bank

Eligible employees may request up to 30 days in a contract year based on the availability of days in the bank.

#### F. Donated Personal Leave

If an employee or an employee's family member has a catastrophic situation requiring a significant amount of extended personal or family illness leave, and he/she has used his/her applicable personal illness, family illness, personal leave, and 30 days from the personal/family illness bank, the Superintendent, with permission from the employee, may request voluntary donations of personal leave from staff for use by the affected employee. Prior to making this request, the Superintendent will consult with the HEA President.

### **Family Medical Leave Act (FMLA)**

In accordance with the Family and Medical Leave Act ("FMLA"), the District will grant unpaid leave to eligible employees for up to twelve (12) weeks per twelve (12) month "rolling" period measured backward for any one or more of the following reasons:

- The birth of a child and in order to care for such child within one (1) year of birth or the placement of a child with the employee for adoption or foster care within one (1) year of placement; or
- In order to care for an immediate family member (spouse, child, or parent including step-children and step-parents) of the employee if such immediate family member has a serious health condition; or

- The employee's own serious health condition that makes the employee unable to perform the functions of his/her position.

Weeks of FMLA leave shall only be utilized during those weeks that school is in session. For example, if an employee has a surgery or birth of a child with only three weeks remaining in the school year, he or she would have nine weeks of FMLA remaining at the start of the following school year.

1. Eligibility. To be eligible for FMLA leave, an employee must have at least twelve months of service and have worked at least 1,250 hours over the previous twelve (12) month period. Employees are required to meet notification and documentation requirements as outlined further in this policy. Failure to meet these requirements may result in the denial or revocation of FMLA leave.

Pregnant employees who are not eligible for FMLA leave are still entitled up to eight (8) weeks of unpaid job protected leave to recover from childbirth and bond with the child pursuant to Iowa Code section 216.6(2)(e).

## 2. Definitions.

a. "Twelve Month Period" will be based on a rolling 12 month period measured backward from the date an employee uses any FMLA leave.

b. "Spouse" does not include unmarried domestic partners. If both spouses work for the District, their total leave in any twelve-month period may be limited to an aggregate of twelve weeks if the leave is taken for either the birth or placement of a child for adoption or foster care or for care of an employee's sick parent.

c. "Child" means a child either under eighteen (18) years of age, or eighteen (18) years of age or older who is incapable of self-care because of a mental or physical disability. An employee's "child" is one for whom the employee has day-to-day responsibility for care and includes a biological, adopted, foster or stepchild.

d. "Serious Health Condition" means an illness, injury, impairment, or a physical or mental condition that involves:

- Inpatient care; or
- Any period of incapacity requiring absence from work, school, or regular daily activities for more than three (3) consecutive days AND that involves continuing treatment by a health care provider; or
- Continuing treatment by or under the supervision of a health care provider for a chronic or long-term health condition that is incurable or which, if left untreated, would likely result in a period of incapacity of more than three calendar days; or
- Prenatal care by a health care provider or incapacity due to pregnancy

## 3. Intermittent or Reduced Schedule Leave



An employee may take FMLA leave intermittently (a few days or a few hours at a time) or on a reduced schedule basis when medically necessary to care for an immediate family member with a serious health condition or because of a serious health condition of the employee. "Medically necessary" means that there must be a medical need for the leave and the leave can best be accomplished through intermittent leaves or a reduced schedule. The employee may be required to transfer temporarily to a position with equivalent pay and benefits that better accommodates recurring periods of leave or a reduced schedule. The employee must make a reasonable effort to schedule treatment(s) so as not to unduly disrupt the District's operations. If an employee requests reduced or intermittent leave, once the intermittent or reduced leave has been completed, the employee must be transferred back to the same position that the employee held prior to taking the FMLA leave or to an equivalent position. An employee may take leave intermittently or on a reduced schedule for birth or placement for adoption or foster care of a child only with the superintendent's consent.

#### **4. Notice Requirement**

An employee is required to give thirty (30) days' notice in the event of a foreseeable leave. Written notice should be given to the Administrative Office. In unexpected or unforeseeable situations, an employee should provide as much notice as possible.

Employees must also follow the District's usual and customary notice and procedural requirements for requesting leave and reporting absences from work. Failure to follow the District's policies and procedures for requesting leave and reporting absences may result in delay or denial of leave and/or disciplinary action.

#### **5. Medical Certification**

The employee must give notice of the leave, and the District then requires a certificate be completed by a doctor or practitioner no later than fifteen (15) calendar days after the notice of the leave is given. A "Physician Certification Form" is available from the Administrative Office. Where an employee fails to timely provide the required certification, FMLA leave may be delayed or denied, in which case time off work may be handled under the District's regular policies and practices for attendance and absences from work. The District may also require a second or third opinion at the District's expense. Periodic reports on the employee's status, intent to return to work, and a fitness-for-duty report to return to work will be required. A Physician Certification Form may be required from a doctor to advise the District on how long an employee needs to recover from child birth. A Certification form is not required for FMLA leave taken to bond with a newly born child, or a newly adopted child or a child newly placed with the employee through foster care.

#### **6. Use of Paid Leave**

Employees are required to use all available/allowable accrued paid leave concurrently with FMLA as follows:

- For an employee's own serious health condition or pre-natal care, the employee may use any available personal illness leave, personal leave, vacation, and sick/family sick leave bank.
- Employees may be paid up to six (6) weeks for newborn leave immediately after

the birth/adoption of their child.

- An employee may use paid personal illness leave, personal leave or vacation beyond the six (6) weeks newborn leave if available.
- Employees who do not give birth to a child but become a new parent may be paid up to two (2) weeks immediately after the birth or adoption of their child.
- For time spent caring for a family member with a serious health condition an employee may use up to ten (10) days of personal illness leave and sick/family sick leave bank.
- For time spent to bond with a newborn child or a newly placed child for adoption or foster care, an employee is not permitted to use personal illness leave, unless the child also has a serious health condition.

Any FMLA leave remaining after all applicable accrued leave has been exhausted will be without pay. Employees receiving workers' compensation benefits or benefits pursuant to a temporary disability benefit plan may not supplement these benefits with accrued paid leave unless doing so is agreed on by both the District and the employee.

#### **7. Effect on Benefits**

Taking FMLA leave will not result in the loss of any employee benefit accrued prior to the date on which the leave began. Benefits will continue to accrue during paid leave, but will not accrue during unpaid FMLA leave.

#### **8. Continuation of Health Insurance**

An employee on FMLA leave may remain a participant in the District's health insurance plan throughout the duration of the leave, as if actively employed. S/he will be required to pay the same cost of coverage as if actively at work. Employee contributions will be required either through payroll deduction or by direct payment to the District. The employee will be informed of the amount and method of payment at the beginning of the leave. Loss of insurance coverage may result if the premium amount is paid more than thirty (30) days late. If the employee misses a premium payment and the District pays the employee's contribution, the employee will be required to reimburse the District for the delinquent payment upon return from the leave. In some cases, if an employee does not return to work following an FMLA leave, the District may require reimbursement for the insurance premiums paid during the leave.

#### **9. Return to Work**

Where practicable under the circumstances, employees will be required to contact their immediate supervisor periodically to report on the employee's status and return to work. Where a change in circumstances modifies the anticipated duration of FMLA leave, the employee must provide the District reasonable notice, within 2 business days, of the changed circumstances where foreseeable.

Subject to limitations provided by applicable law, the returning employee will be restored to the position he or she held when the leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. However, if

the employee is unable to perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition, the employee is not guaranteed reinstatement except as may be required by applicable law. Further, in accordance with applicable law, certain key employees are not guaranteed reinstatement and business circumstances may prevent reinstatement.

Upon expiration of the leave, an employee on leave for his or her own serious health condition shall provide the District with a certification from his or her health care provider, at the employee's expense, that the employee is able to resume work (fitness-for-duty certificate). In some circumstances the District may require the certification address the employee's ability to perform the essential functions of the employee's job. In most circumstances an employee must submit the required fitness-for-duty certification before the employee will be restored to employment. An employee who fails to return to work or contact the District regarding his or her status following the conclusion of FMLA leave will be considered to have voluntarily quit the employment as of the conclusion of the FMLA leave.

#### **10. FMLA for Military Families**

The FMLA includes coverage for eligible employees to care for qualifying service members. Eligible employees may take 26 workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness who is the spouse, son, daughter, parent, or next of kin to the employee (Military Caregiver Leave). The second type of leave available to certain military families is known as Exigency Leave and entitles eligible employees to up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that a qualifying family member is on active duty in a foreign country or has been notified of an impending call to active duty status in a foreign country. For purposes of this policy, adult children are qualifying family members.

Unless otherwise stated in this provision, the FMLA policy described above applies.

Ten days of personal illness leave may be used for military caregiver leave and personal leave may be used for exigency leave. The paid leave and military FMLA leave shall run concurrently. Both types of military family FMLA leave are subject to certification or other verification requirements. Where an employee fails to timely comply with any such requirements, or where this process establishes time off and absences from work are not covered by FMLA, the FMLA leave may be delayed or denied and any absences and time off may be considered unexcused absences subjecting the employee to disciplinary action, up to and including termination of employment.

##### **a. Injured Service Member (Military Caregiver) Leave**

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury which was sustained or aggravated in the line of duty on active duty is entitled to up to twenty-six (26) weeks of leave in a single 12-month period to care for the service member. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness which was incurred or aggravated

in the line of duty on active duty; or a veteran who has a serious injury or illness which was incurred or aggravated in the line of duty on active duty and who was a member of the Armed Forces, including the National Guard or Reserves, at any time within five (5) years of receiving treatment that triggers the need for military caregiver leave. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of twenty-six (26) weeks for all types of FMLA qualifying reasons. The other types of FMLA leave remain subject to the 12-week limit per calendar year.

For Military Caregiver Leave, the employee and employee’s spouse may be limited to a combined total of twenty-six (26) weeks of leave in a 12-month period, including other types of FMLA leave listed above. If a medical certification to support the FMLA Military Caregiver Leave is obtained from a healthcare provider affiliated with the military, such certification will not be subject to second and third opinions.

b. **Active Duty Family Leave (Exigency Leave)**

Eligible employees are entitled to up to twelve (12) weeks of leave because of “any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is a member of any branch of the Armed Forces, including the National Guard or Reserves, and is on active duty in a foreign country or has been notified of an impending call to active duty status in a foreign country. This leave is subject to the same aggregate twelve (12) weeks of FMLA leave per rolling year as the traditional forms of FMLA leave.

**AFFORDABLE CARE ACT RULE**

If the employee is rehired within 26 consecutive weeks from their termination of employment, and the employee was participating in the medical plan before their employment was terminated, the ACA mandates that the employee be re-enrolled in the plan on the date of their rehire.

**BENEFITS**

Employees are eligible for benefits based on their employment group and classification as full-time, part-time, or temporary. Full-time employees, which the definition varies by group, are entitled to benefits as described in the contract or terms of employment. Temporary/Substitute employees are not entitled to any job benefits.

**Certification & Required Training**

Each teacher must have a valid/current teaching license on file in the Superintendent’s office. Please note: Iowa Code No. 294.1 Qualifications- Compensation Prohibited-*“No teacher shall be employed as a teacher in a common school district without having a certificate issued by some office duly authorized by law. No compensation shall be recovered by a teacher for services rendered while without such certificate.”*

Any questions regarding certification should be addressed to the following:

Department of Education

Bureau of Licensure  
Grimes State Office Building  
Des Moines, IA 50319-0146  
Phone: 1-800-778-7856

The website address is: <http://www.state.ia.us/educate/programs/boee>

School personnel are Mandatory Reporters (renew every 3 years), Bloodborne Pathogens Right to Know, Asbestos, and Suicide Prevention must keep a current certification of that training on file in the Superintendent's office.

Required Training for Bus Drivers:

- Right To Know Annual (Medium Training Length)
- Asbestos Awareness Training - Annual - (Short Training)
- Bloodborne Pathogens Annual - (Short Training)
- Mandatory Reporters of Child Abuse (Every 3 years)
- Suicide Prevention and Postvention (Longer Training Length)

Classified Staff: Associates, Custodians/Cooks/Secretaries:

- Right To Know Annual (Medium Training Length)
- Asbestos Awareness Training - Annual - (Short Training)
- Bloodborne Pathogens Annual - (Short Training)
- Mandatory Reporters of Child Abuse (Every 3 years, Longer)
- Suicide Prevention and Postvention (Longer Training Length)

Licensed Staff Through The BOEE ("Certified" Paraeducators Included)

- Right To Know Annual (Medium Training Length)
- Asbestos Awareness Training - Annual - (Short Training)
- Bloodborne Pathogens Annual - (Short Training)
- Mandatory Reporters of Child Abuse (Every 3 years, Longer)
- Suicide Prevention and Postvention (Longer Training Length)
- Adverse Childhood Experiences (Longer Training Length)
- Mandatory Reporting of Dependent Adult Abuse (Every 3 years, Longer)

**LANE ADVANCEMENT-TEACHER AND ASSOCIATE CREDIT(S)**

An employee wishing to make a lane advancement must meet the following criteria:

- Employees must apply and get approval to apply courses to their lane advancement. The Pre-approval and Salary Upgrade Forms are available on Frontline.
- There are two options for district-approved salary lane advancement; Graduate Credit and "Other District Approved" professional development with similar rigor as graduate level courses. Other courses than graduate level are to be preapproved.
- Employees that will have or believe they might have enough credits by the fall to move a lane must request lane advancement by August 1<sup>st</sup>.
- Employees must provide suitable evidence (i.e., student grade report) of additional credits by August 1<sup>st</sup> with the Central office if a salary adjustment is requested.
- After an official transcript is filed with the administration office, a new contract will be issued.

**CHILD/ADULT ABUSE**

The child abuse law requires that all school employees, such as teachers, associates, bus drivers, cooks, custodians, administrators, etc. are mandated or legally required to report whenever in the course of employment the reporter believes or has reason to believe a child/adult has been injured/mental as a result of abuse. The person who has suspicion must report directly to the **Department of Human Services**. 1-800-362-2178 website- <http://dhs.iowa.gov>. You may notify the principal once you have reported a situation. What to look for:

- Red marks, bruises, welts, lacerations, burns, sprains, and fractures
- A child/adult who tells conflicting stories about the cause of an injury
- A child/adult who says that someone in charge of him/her hurts him/her
- A child/adult who expresses reluctance to explain an injury
- A child/adult who seems to be frequently injured
- A child/adult who is afraid to go home
- A child/adult who demonstrates signs of mental abuse

See Board of Education [policy 402.2](#), Child Abuse Reporting by Certified Personnel.

## **Teacher Evaluation**

**Link: [A Collaborative Process for Teacher Reflection and Growth](#)**

### **Initial Teaching License**

By September 15	<ul style="list-style-type: none"> <li>• Orientation Conference- Performance Growth Expectations &amp; Timelines</li> <li>• Assign Mentoring &amp; Induction Coach</li> <li>• Develop Individual Career Development Plan</li> </ul>
By February 1	<ul style="list-style-type: none"> <li>• Two Formal Observations Completed</li> </ul>
By March 31- For Year 1	<ul style="list-style-type: none"> <li>• Third Formal Observation</li> <li>• Summative Performance Review- 1st Year Teacher</li> </ul>
By February 28- For Year 2	<ul style="list-style-type: none"> <li>• Third Formal Observation</li> <li>• Summative Performance Review- 2nd Year Teacher</li> </ul>

### **New to the district: Standard Teaching License**

By October 1	<ul style="list-style-type: none"> <li>• Orientation Conference- Evaluation Expectations &amp; Timelines</li> <li>• Design ICDP</li> </ul>
By February 28	<ul style="list-style-type: none"> <li>• Two Formal Observations Completed</li> </ul>
By March 31	<ul style="list-style-type: none"> <li>• Summative Performance Review</li> </ul>
By May 31	<ul style="list-style-type: none"> <li>• Update Individual Career Development Plan</li> </ul>

### **Career Teachers: Timeline**

#### **Years 1 & 2**

By October 1	<ul style="list-style-type: none"> <li>• Orientation Conference- Professional Growth Expectations &amp; Timelines</li> </ul>
By October 31	<ul style="list-style-type: none"> <li>• Individual Career Development Plan Approved</li> </ul>
By May 31	<ul style="list-style-type: none"> <li>• Individual Career Development Plan Updates as applicable</li> </ul>

#### **Year 3**

By October 1	<ul style="list-style-type: none"> <li>• Orientation Conference- Professional Growth Expectations &amp; Timelines</li> </ul>
By October 31	<ul style="list-style-type: none"> <li>• Individual Career Development Plan Approved</li> </ul>

By April 30	<ul style="list-style-type: none"> <li>• One Formal Observation Completed</li> </ul>
By May 31	<ul style="list-style-type: none"> <li>• Summative Performance Review</li> </ul>

## **Grievance Procedures**

It is the policy of the Humboldt Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact *HR/Payroll Director, 401 13th St S Humboldt, IA 50548, 515-332-1330, [mthomas@humboldt.k12.ia.us](mailto:mthomas@humboldt.k12.ia.us)*

### **Section 1**

A grievance shall mean only a complaint that there has been an alleged violation, misinterpretation, or misapplication of any of the specific provisions of this agreement. Said grievance must be filed within ten (10) contract days of the occurrence or the staff member's discovery thereof. All written grievance appeals and so forth shall be mailed to the members of the Board of Directors of the Humboldt Community School District.

### **Section 2**

(a) Every staff member covered by this Agreement shall have the right to present grievances in accordance with these procedures.

(b) The failure of a staff member to act on any grievances within the prescribed time limits will act as a bar to any further appeal. An administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.

(c) It is agreed that any investigation or other handling or processing of any grievances by the grieving staff member, administration shall be conducted so as to result in no interference with or interruption whatsoever of the Instructional program and related work activities of the grieving teacher or the teaching staff. At the sole discretion of the Board, the grievance procedures may take place during the school day without loss of pay to the person grieving by their representative.

### **Section 3**

(a) First Step-An attempt shall be made to resolve any grievance in informal verbal discussion between complainant or complaints and their designees and his or her principal. This must be completed within five (5) contract days unless it is necessary for a longer time due to extenuating circumstances.

(b) Second Step- If the grievance cannot be resolved informally, the aggrieved staff member or staff shall file the grievance in writing. The written grievance shall state the actual grievance, shall state specific clauses of the contract violations and shall state the remedy or remedies requested. The filing of the formal, written grievance at the second step must be within 15 contract days from the date of test occurrence or discovery by the



teacher of the event giving rise to the grievance. The principal shall make a decision on the grievance and communicate it in writing to the staff member and the Superintendent within five (5) contract days after receipt of the grievance.

(c) Third Step- In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved staff member or staff shall file, within five (5) contract days of the principal's written decision at the second step, a copy of the grievance with the Superintendent. Within ten (10) contract days after such written grievance is filed, the aggrieved, their designee and the Superintendent shall meet to resolve the grievance. The Superintendent or his designee shall file an answer within ten (10) contract days of the third step grievance meeting and communicate it in writing to the staff member and the principal. ([Reference board policy 102.R1](#))

### **Insurance**

A. Health: The health insurance program shall be maintained by the district. If there is an increase in premiums, the district will pay 75% of the increase and the staff will pay for 25% of the increase. If there is a decrease in premiums, the district will receive 75% of the decrease and the staff will receive a 25% of the decrease to reduce the cost of the insurance premiums.

B. Disability/Income Protection: A plan will be provided calling for a 120 day waiting period with 60% coverage of monthly salary (maximum monthly covered salary \$2500) as coordinated with social security. The cost shall be paid by the Board.

C. Life Insurance: A plan will be provided calling for 24-hour coverage, \$20,000 term life insurance for each employee with accidental death and dismemberment and waiver of premium for disability. The cost shall be paid by the Board.

D. An insurance committee will be formed to explore health insurance benefits. The committee will be charged with the responsibilities of exploring current health insurance benefits and health insurance benefit options, performing cost-benefit analysis for personnel, and educating personnel on possible alternatives.

### **Para-Educator Mentor Program**

The district will provide a mentor to newly hired associate staff. The stipend will be \$150.

### **Reduction Procedures**

Section 1: When, in the judgment of the Board of Education, decline in enrollment, reduction of program or any other reason requires reduction in staff among teachers, the Administration shall attempt to accomplish the same by non-replacement of staff turnover. In the event necessary, reduction in staff cannot be adequately accomplished by non-replacement of staff turnover given the necessity to hire and/or maintain the most competent and qualified staff available in the interest of perpetuating the highest quality education program possible, the Administration shall base its decision as to the resulting contract renewals on the relative skill, ability, competence and qualifications of available teachers to do the available work. Plans of Assistance may be evaluated as part of relative skill, ability and competence. If a choice must be made between two or more teachers of equal skill, ability, competence and qualifications to do the available work,

contract renewals will be given to the teacher(s) with the greater continuous length of service in the district.

Section 2: Employees who are laid off shall have the right to be recalled to a vacant position in the category from which reduced for two years. Employees on recall shall keep the employer notified of their current address and phone number. Failure of the employee to respond affirmatively to notification of recall within seven calendar days of notification or within fourteen calendar days from date of mailing to the employee's last known address on file with the employer, whichever is sooner, shall terminate the recall opportunity. Any employee reemployed by exercising his recall rights shall not be reduced in salary, related benefits, and experience.

Section 3: Order of Reduction: Within the staff reduction categories to be reduced, employees will be reduced in the following order:

1. Those employees with "temporary" or "emergency" certificates shall be terminated first.
2. Employees on probation as defined in Section 279.19, Code of Iowa.
3. Non-probationary employees in inverse order of seniority.
4. Exceptions may be made in order of reduction provided in items 1-3 above if necessary to maintain a program, or to maintain an employee with necessary state teaching certification for a position to be retained.

Section 4: Resignations and Terminations

Any employee who resigns upon request for reasons of staff reduction or realignment, or is laid off for the same reasons, shall be accorded the recall rights provided by this policy unless specifically waived in writing.

## **SENIORITY**

A. Seniority Determination-PK-12 Seniority shall be defined as the length of full-time continuous service within the Humboldt Community School District. Seniority shall not accrue but shall not be broken by unpaid leaves of absence of a full year. Seniority does not include service as a substitute, short or long term. Employees who work half-time or more shall receive a full year seniority. If two (2) or more employees have the same seniority, ties shall be broken by the date the employee signed their contract. Any employee hired as a temporary employee for (1) one year or less to replace an employee granted an extended leave of absence shall not accrue seniority.

B. Seniority List Posting

1. No later than November 1 of each year, the Board shall post in all school buildings.
2. The PK-12 seniority list will include the employee's name and year continuous employment commenced.
3. If the employee feels an error has been made in the seniority list, they shall bring it to the attention of the Superintendent.

## **RETIREMENT**

Licensed employees who will complete their current contract with the board may apply for retirement. No licensed employee will be required to retire at a specific age.

[Board Policy 407.3](#) Classified Employees [Board Policy 413.2](#)

Early Retirement Benefit: The Board of Education will offer an early retirement benefit to teachers/administrators who will be 55 years of age or older prior to the first day of workshop for the next school year.

[Board Policy 407.3B](#) or Classified Early Retirement Benefit [Board Policy 413.2B](#)

## **SUPPLEMENTAL PAY**

The Board agrees that the extracurricular activities listed in Schedule B are official school-sponsored activities. Employee participation in those activities on the supplemental pay schedule shall be contractual and shall be compensated according to the rate of pay as provided in Schedule B, which is attached hereto and incorporated herein.

[Supplemental Pay Schedule B](#)

## **TEACHER SALARY SUPPLEMENT (TSS)**

Certified staff will receive a one-time payment of Teacher Salary Supplement (TSS) funds received by the district under Section 15 of the whole-grade sharing agreement with Twin River Valley (TR). The total amount of TR TSS funds available for distribution will be based on the official enrollment count in October and computed as described in Section 15 of the whole-grade sharing agreement. These funds will be distributed to certified staff based on the current salary schedule and paid out in the December payroll. This memo will remain in effect for the duration of this whole-grade sharing agreement.

## **Teacher Leadership and Compensation (TLC)**

Between the Humboldt Community School District and Humboldt Education Association The Humboldt Community School District has applied for and received approval from the Iowa Department of Education to participate in the Iowa Teacher Leadership and Compensation System.

This Memorandum of Understanding (MOU) shall be in effect for the concurrent school year and shall be reviewed and/or amended on an annual basis thereafter.

### **Plan Notification and Position Availability**

1. All employees represented by this agreement will be notified of newly created positions upon approval of this plan. All newly created positions will be posted pursuant to negotiated agreement.
2. Applicants for the positions will be selected for interview pursuant to selection process outlined in the approved TLC plan.
3. Teacher Leadership roles are annual assignments. All newly hired teachers that are assigned to cover the Teacher Leader will only be issued a one year contract.
4. All Teacher Leaders will need to reapply annually.

Selection Committee

1. The TLC Selection Advisory committee shall be comprised of no fewer than four persons and include an equal number of teachers and administrators who serve on the TLC Site Based Review Council. The committee shall accept and review applications and conduct the interview process.
2. The TLC Selection Advisory committee for each TLC Teacher Leader position may comprise different persons based on the needs associated with that position.
3. No employee will be involuntarily assigned to a TLC position

#### Employee Hours

1. Teachers serving in TLC positions, conducting the responsibilities as defined in the job description, as specified may be required to work beyond the work day outlined in the Staff Handbook .
2. Teachers serving in TLC positions will be required to fulfill other duties as assigned in the Humboldt Master Contract, including but not limited to Parent-Teacher Conferences, Professional Development, and regular duty assignments.

#### Wages and Salary

1. The Teacher Leader supplemental contract is intended to meet the training and planning requirements for each TLC position, and shall not exceed the days that are assigned for each leadership position.
2. Any employee who accepts a teacher leadership position outlined in the TLC plan and who is assigned a TLC supplemental contract will be paid as a negotiated agreement unless such additional work time is stipulated in the plan as being compensated through a fixed salary supplement.
3. Teachers serving in positions will not receive per diem wages as specified in the Master Contract for their identified TLC position responsibilities. The fixed salary supplement will be in lieu of per diem wages.

#### Procedures for Transfer

1. In situations where hiring occurs in support of the Teacher Leadership Compensation, the following considerations will occur:
2. Placement: The placement of an employee into a TLC role shall be controlled by the criteria outlined in the District's DE approved TLC application.
3. Removal: The removal of an employee from a TLC role shall occur by either (a) the employee and the District mutually agreeing to remove the employee from the role, (b) the employee providing written resignation that is accepted by the District or (c) the District removing the employee from the role after providing the employee appropriate due process. Notification of intended removal for the following school year shall be April 1.
4. Placement after removal: If an employee is removed from a TLC role, the employee will be placed in the employee's former teaching position, or if the former teaching position does not exist, to another teaching position for which the employee is qualified that is

within the employee's area and category and that is as near as possible to the employee's prior teaching position, as determined by the Superintendent.

5. The District retains the right to assign employees in TLC positions to specific buildings or locations within the Humboldt Community School District.

#### Procedures for Staff Reduction

1. If the circumstance arises in which staff reductions occur through the loss of the TLC funding, the teachers will have an opportunity to return to their previous FTE and category to which they were assigned at the time of their TLC selection and follow the current staff reduction procedures.

#### Seniority

1. Teachers in TLC positions will be considered to be regular, full time members of the bargaining unit. Teachers serving in TLC positions will continue to accrue seniority in the categories to which they were assigned at the time of their selection for a TLC position.

#### Evaluation

1. Teacher leadership roles are annual assignments. TLC Teacher Leaders who are reapplying or are applying for a new TLC position are required to complete an annual Performance Review of the assignment to a teacher leadership role by a school district administrator. The review shall include peer feedback on the effectiveness of the teacher's performance of duty specific to the teacher's leadership role as outlined in the grant.

2. A teacher who completes an assignment in a TLC position may apply for assignment to a new TLC position.

#### Separation from Teacher Evaluation

1. This memorandum of understanding will establish a wall between the TLC system and the evaluation process for the performance of teaching duties. Teachers in TLC positions will not evaluate other teachers. Performance reviews for TLC Teacher Leaders will be used only for evaluation of the performance of teacher leader roles and not be used as any part of a teaching evaluation.

## **TRANSFER PROCEDURES**

Definition: Transfer shall be agreed to mean the movement of an employee covered by this agreement to another position or building.

A. Employees who desire a change in grade and/or subject assignment or who desire to transfer to another building/position may file a written statement of such desire with the Superintendent. Such a statement shall include the grade and/or subject to which the employee desires to be assigned and the school or schools to which the employee desires to be transferred, in order of preference.

B. The Superintendent shall notify all employees, as soon as practically possible, of vacancies which occur during the school year and for the following school year. Such notice shall be posted in the administrative offices of the district and a copy posted in each building during the school year. During the summer months, such notices shall be emailed to staff and posted only in the Superintendent's office.

C. All transfers shall be at the discretion of the Board.

D. Any teacher may sign posting for voluntary transfer, and such application shall be made in writing to the Superintendent or Board Secretary. Decision concerning acceptance or rejection of such voluntary applications shall be at the discretion of the Board. A denial of a voluntary transfer application and reasons for such denial shall be in writing and submitted to the employee who made the application. No request for transfer shall be denied without basis in fact.

E. Any such involuntary transfers as are directed at the discretion of the Board and specific reasons for such transfers shall be in writing and submitted to the employee(s) so transferred.

F. It shall be agreed that it is a major and prime consideration right of the Board to effect transfers, when in its discretion, it is in the best interests of the district. Such transfers may be made by the Board from the certified personnel of the district.

## Work Place Rules

Absenteeism	<p>In order to accomplish the goals and mission of the 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.</p> <p>Employees must notify their supervisors or principals of all times when they will be absent. Absences arranged in advance (<i>vacations and personal days</i>) do not require a call when absent or when returning to work, unless outside the scheduled time off. If an employee is absent for three consecutive workdays without proper notification and authorization, the employee shall be considered to have abandoned his or her position and may be terminated. 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.</p> <p>Leaves of absence without pay are not encouraged. Leave forms should be completed prior to absence (personal and/or vacation) or immediately upon return (sick and/or bereavement). Every employee should know to whom they report absences and submit leave requests and is generally the building principal or director who supervises him/her.</p> <p>The district is able to best serve students, when each employee conscientiously adheres to the requirements of their work schedule. This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Being ready to work at the beginning of their scheduled day/shift.</li> <li>• Honoring the established lunch schedules.</li> <li>• Working through to the end of your schedule day/shift.</li> <li>• Reporting to work each day you are scheduled to work.</li> <li>• Staff is required to sign in and out of building.</li> </ul>
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Abuse of Break or Meal Periods	Leaving the place of duty during a work shift without permission is cause for discipline, except during unpaid break periods. Employees are expected to return to work immediately upon completion of a paid or sanctioned unpaid break.
Abuse of District or Co-worker Property	Abuse or misuse of district or non-district owned property is to be reported immediately. Failure to do so will limit district responsibility or increase employee responsibility. It is expected all employees will use care and caution using district and non-district property. Abuse or misuse or unauthorized use of district property, private property, materials and equipment is subject to disciplinary action.
Abuse of students by School District Employees	<a href="#">Board Policy 402.3</a> Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge. The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.
Academic Freedom	<p>The district's curriculum leaves room for teacher discretion and academic freedom within the confines of acceptable materials as outlined in each curriculum.</p> <p>Teachers are expected to use good judgment in their pedagogy and consider the culture and climate of the school and community and age of the students, as they individualize curriculum and provide a learning environment and assignments for their students.</p>
Accident Forms / Worker's Compensation (Employee)	<p>A report of each accident must be completed by the employee or their supervisor present at the scene of the accident or by the person who is responsible for supervision at the time. Accident forms are available in the school office or Humboldt Community School District Central Office. Care should be taken to complete all statements applicable to the cause. This information is very important in cases where insurance is involved. Date, time, injury, place, and teacher present...<b>MUST BE FILLED OUT.</b> Statements from witnesses are also very important and should be documented and signed.</p> <p>All on-the-job injuries shall be reported to the immediate supervisor and the principal or principal's secretary in a timely manner within 24 hours of the incident. This shall be done regardless of whether medical attention is required. A Work Injury Report must be filled out and returned to the Administration Office, even when the injury is not severe enough to require medical attention.</p>
Accident / Injury (Student)	<p>A record of each accident or injury must be recorded by the staff member present at the scene of the accident or by the teacher who is responsible for supervision at the time. Accident forms are available in the office, and care should be taken to complete all statements applicable to the case. All reports must be turned in to the office. This information is very important in cases where insurance is involved. It is also important for you and the school's liability.</p> <ul style="list-style-type: none"> <li>● School personnel will notify the office when a student becomes ill or is injured at school.</li> <li>● The parents will be notified if necessary through the office.</li> <li>● Authorized school personnel will administer emergency or minor first aid when needed.</li> <li>● Stay with the student, if necessary.</li> <li>● Offer some level of privacy</li> <li>● The accident report form must be filled out when an injury occurs.</li> <li>● <a href="#">(Reference board policy 507.4)</a></li> </ul> <p><b>Medication:</b></p> <ul style="list-style-type: none"> <li>● Medication shall be administered when the student's parent or guardian provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.</li> <li>● Persons administering medication shall include the school nurse, parent, physician, and persons who have successfully completed a medication administration course reviewed by the Board of Pharmacy Examiners.</li> </ul> <p><a href="#">(Reference board policy 507.2 – 507.2E1b)</a></p>

Activity Passes for Staff	<p>Certified staff and Para-educators will work three assigned extra-curricular assignments. Individuals may volunteer to work additional events.</p> <p>Staff may earn passes by working school events, otherwise they are available to staff for a cost. The form to volunteer to work a school event in exchange for a pass is available anytime but will be sent to each building in the fall of the year for that same school year. Volunteer forms or requests to purchase an activity pass should be sent to the Activities Director Secretary at the HS.</p>
Animals / Pets	<p>On special occasions a child is permitted to exhibit a pet in school; the pet must match curriculum and be brought to school and returned home by the parent. Appropriate supervision of animals is required when animals are brought into district facilities. A phone message or a note to the teacher is necessary prior to a pet showing. Classroom pets or visiting animals appear to be in good health. Pets or visiting animals have documentation from a veterinarian or an animal shelter to show that the animals are fully immunized (if the animal should be so protected) and that the animal is suitable for contact with children. Teaching staff supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals. Program staff make sure that any child who is allergic to a type of animal is not exposed to that animal. Reptiles are not allowed as classroom pets because of the risk for salmonella infection. The building principal has the final decision on whether an animal is approved to be in the building.</p>
Assembly Supervision	<p>When assemblies are held, staff are to take their students to the assembly, be with the students in their assigned area, keep the students together, and supervise them.</p>
Background Checks	<p>The district is required to have background checks completed on all employees at least once every five years. If an employee refuses to sign permission for the check, it could be grounds for dismissal.</p> <p>Background checks are a legal mandate on the district and are considered as a condition of the individual's continued employment with the district. The sex offender registry, the Iowa adult abuse registry and the Iowa child abuse registry will be checked as well as Iowa Courts. If there is a hit on the registries, the employee will be immediately suspended of duties pending a termination by the school board.</p> <p>A hit on the Iowa Courts will require an investigation by administration and the employee may or may not have consequences.</p>
Computer Use	<p>Computers and associated technology are the property of the district and are for the use of district-related activities only. District equipment is not for employee personal or business use. Misuse of district technology may impact an employee's ability to perform his or her essential job functions. Misuse of district technology may incur disciplinary action. Any unlawful use of district technology will be dealt with to the full extent of the law. Use of district e-mail for personal reasons is allowed on a limited basis but is still considered as a representation of the district.</p> <p>Board Policy <a href="#">401.13</a>, <a href="#">401.13R1</a></p> <p><b>District employees are urged to use great care and discretion when using social networking and blogging venues such as Instagram, Facebook, Twitter, etc. District issued technology is subject to inspection at any time.</b></p>
Confidential Records	<p>School employees are entrusted with confidential information – whether it is about students or fellow employees. Employees must not disclose confidential student information. Give careful thought to what you discuss concerning school matters with parents, colleagues, and members of the community. Rumors and criticism are promoted by outside gossip. Many rumors and unnecessary criticism can be avoided by referring critical community members to the school principal or other staff members. Much care and judgment must be exercised in the handling of confidential information.</p> <p><b>A break in confidentiality can result in disciplinary action and expose the employee to personal liability for violation of privacy laws.</b></p>



<p>Corporal Punishment, Mechanical Restraint, and Prone Restraint</p>	<p><a href="#">Board Policy 502.5</a> The use of corporal punishment, mechanical restraint and/or prone restraint is prohibited in all schools. Corporal punishment is defined as the intentional physical punishment of a student. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from any of the following which are not considered corporal punishment.</p>
<p>Cumulative Folders (Student)</p>	<p>All cumulative folders and permanent record cards will be kept in the principal/counselor office. The cumulative folders are to remain in the office at all times. A list of people who have access to the cumulative folders is posted near the cumulative folder. You must check with the secretary or counselor prior to reviewing the folder.</p>
<p>Direct Deposit- Payroll</p>	<p>Direct deposit of payroll will be mandatory (when applicable) for all employees. Direct Deposit stubs will be emailed, sent to the employee's building or mailed on or before the 15<sup>th</sup> of each month depending upon the employee's choice and time of year. Please contact the Business Office at 332-1330 for information.</p>
<p>Dishonesty</p>	<p>District employees are expected to perform their jobs in an ethical and honest manner. Any actions deemed unethical or dishonest will incur appropriate discipline.</p> <p>Licensed staff members are expected to know and understand the Code of Ethics of the Iowa Board of Educational Examiners. It is available at <a href="#">Code of Professional Conduct and Ethics</a>.</p>
<p>Dress Code/Grooming and Hygiene</p>	<p>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. Tank tops, tube tops, and halter tops are not considered professional attire. The district expects business-casual attire, which excludes t-shirts, denim, sweatshirts, workout pants, and heavily distressed clothing. School spirit wear or other special dress are exceptions to business casual and should be pre-approved by the building principal. Classified staff is provided more leniency as long as they are progressing toward meeting the code. As role models for students, all staff members are expected to not only dress appropriately, but to practice exemplary hygiene.</p>
<p>Efficient Use of Time</p>	<p>An employee is responsible for the time on the job which he/she is assigned. Each employee must develop work habits and systems to eliminate back-tracking or poor usage of time. This requires initiative and planning on the employee's part. Do not allow students, teachers, fellow workers or others to interrupt your work with lengthy conversations; simply excuse yourself and say you have work to do.</p> <p>Guidelines in the Fair Labor Standards Act state non-exempt (non-salaried, hourly) employees are not to begin work prior to their scheduled start time. Employees are expected to be at their designated work area ready to begin work at their scheduled start time, and the start and stop time should be accurately reflected on timesheets. To be paid overtime, that time must be <b>pre-approved</b> by the employee's supervisor.</p>
<p>Failure to Complete Reports</p>	<p>In order to have the district function in a timely manner, all employees are expected to meet deadlines for all assigned paper or electronic reports, including time sheets, grade reports, student records, and testing results. Failure to meet the deadline may result in disciplinary action.</p> <p>All on-the-job injuries shall be reported to the immediate supervisor and the principal or principal's secretary in a timely manner shall be done as soon as possible but no later than within 24 hours of the incident. This shall be done regardless of whether medical attention is required.</p>
<p>Family &amp; Faith Night (Wednesday)</p>	<p>School activities will not be scheduled on Wednesday night beyond 6:00 p.m. whenever possible. It is the responsibility of the supervisor to ensure students are out of the building by the designated time.</p> <p><a href="#">Board Policy 508.2</a></p>

Field Trips, Parties, Special Activities	<p>Permission for school activities, other than those scheduled on the activities' calendar, must be requested from the building Principal at least one week in advance of the proposed activity so that transportation, supervision, etc. may be arranged. Parents should be informed of each field trip. The teacher is responsible for the arranging bus transportation in advance, and coordinating medical needs with the nurse.</p> <p>Humboldt Community School District supports positive student social events that are supported and supervised by school personnel. Parties held during the school day must be approved by the building principal well in advance. Food and drink, if served, will be kept to a minimum and support the district's expectations for healthy food.</p>
Fighting	Any verbal or physical altercations between or among employees or others will not be tolerated and may subject the employee(s) to disciplinary action.
Fraud/Unlawful Gain	<p>Any deliberate deception which secures an employee unfair or unlawful gain will be grounds for discipline and may be turned over to law enforcement.</p> <p>Any licensed employee will also be charged with fraud as a violation of the Iowa Board of Educational Examiners' Code of Ethics and the district will petition for license revocation.</p>
Fundraisers / Money Handling	<p>The District has developed procedures for fundraising and money handling to inform all employees of their business responsibilities when handling money on behalf of the District, for example, camps/clinics, a student activity fundraiser, gate receipts or resale events such as t-shirt sales. All employees should familiarize themselves with the procedures and follow the steps when necessary. Prior approval for the event must be obtained.</p> <p>Expenditures must have prior approval by the principal/administrators before purchases are made. If the sponsor/supervisor is responsible for collecting money and keeping accurate records of sales and money collected. All funds collected through school activities are under the financial control of the district (the district, not students, is the owner of the funds.). The district has the right to regulate both the fundraising activities and the expenditures of the funds raised. At the end of the fundraiser the sponsor/supervisor shall submit a reconciliation of revenue and expenditures to the Central Office.</p> <p>All monies must be deposited or left with a principal or the building secretary on a nightly basis. Employees who do not follow the above procedures may be personally responsible for any lost/stolen money/goods. No money will be collected from students by a teacher for any cause without the consent of the building principal.</p> <p>District employees and students are to be free of coercion to purchase or contribute to any product or cause that benefits any employee personally. Employees are not to engage in soliciting or selling for personal benefit or profit. For any licensed employee, such behavior violates the Iowa Board of Educational Examiners' Code of Ethics, and the district shall report such.</p>
Gifts to Employees	Employees may receive a gift on behalf of the school district. Employees will not, either directly or indirectly, solicit, accept or receive any gift, series of gifts or an honorarium unless the donor does not meet the definition of "restricted donor" stated below or the gift or honorarium does not meet the definition of gift or honorarium stated below. <a href="#">Board Policy 402.4</a>
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 including termination.
Inventory	Teachers are expected to keep an inventory of equipment assigned to their classroom. A report listing equipment in the staff members control/room is available to the staff. Staff will be asked to confirm the list in the spring of each year. Any discrepancies will be explained to the Building Office/Central Office. This inventory is necessary if something was stolen or destroyed.

Key Cards	The District issues Keycards to all staff that allow access to the buildings. Employees will pay a refundable deposit of \$10 when they receive their key card. Employees are responsible for the card and should not allow students or non-staff to use it.
Mandatory Cooperation in Workplace Investigation	Any workplace investigation conducted by administrative staff or their designee will receive complete cooperation of all employees. Failure to do so may result in disciplinary action.
Mandatory Reporting of Post-Employment Arrests and Conviction	Any employee who is arrested or convicted shall report such to the district administration. Failure to do so shall incur discipline, up to and including termination.
Multicultural Gender Fair	Humboldt Community School District supports and encourages a multi-cultural gender fair approach to education. The education program will be organized to provide equal opportunity, and to foster knowledge, respect, and appreciation for the historical and contemporary contributions to diverse cultural groups as well as men and women, to society. <a href="#">Board Policy 603.4</a>
Neglect of Duties	All employees are mindful that students are not to be left unattended and they (employees) should not place themselves in any position where student safety is at risk or neglect of duty could be claimed. If unable to fulfill your assigned duty, it is the employee's responsibility to make sure it is covered and notify supervisor.
Offensive or Abusive Language	Threatening, intimidating, interfering with, or using abusive and profane language toward others, including ethnic slurs, will not be tolerated by district employees. Violation will incur discipline, up to and including termination.
Performing Unauthorized Work While On Duty	All district employees are prohibited from performing unauthorized work while on duty. Doing so could result in discipline, up to and including termination.
Personal Profit	District employees and students are to be free of coercion to purchase or contribute to any product or cause that benefits any employee personally. Employees are not to engage in soliciting or selling for personal benefit or profit. For any licensed employee, such behavior violates the Iowa Board of Educational Examiners' Code of Ethics, and the district shall report such.
Physical Restraint & Seclusion of Students	Physical restraint or seclusion is reasonable or necessary only: <ul style="list-style-type: none"> <li>· To prevent or terminate an imminent threat of bodily injury to the student or others; or</li> <li>· To prevent serious damage to property of significant monetary value or significant nonmonetary value or importance; or</li> <li>· When the student's actions seriously disrupt the learning environment or when physical restraint or seclusion is necessary to ensure the safety of the student or others; and</li> <li>· When less restrictive alternatives to seclusion or physical restraint would not be effective, would not be feasible under the circumstances, or have failed in preventing or terminating the imminent threat or behavior; and</li> <li>· When the physical restraint or seclusion complies with all applicable laws. Prior to using physical restraint or seclusion, employees must receive training in accordance with the law. Any individual who is not employed by the district but whose duties could require the individual to use or be present during the use of physical restraint or seclusion on a student will be invited to participate in the same training offered to employees on this topic. <a href="#">Board Policy 503.6</a></li> </ul>
Printing / Copying Guidelines	<p>Delivery of curriculum and instruction is supported by the printing of material needed to support the learning of students. Teachers are asked to be prepared in advance for instructional lessons. Teachers should submit the print job in advance to the AEA when a large number of copies are being requested with administrator approval.</p> <p>The cost of printing will be monitored and the number of copies that a teacher will be allowed to print may be set by the building principal or at the district level.</p> <p><b>Personal printing must be paid for at the building at a cost of .05¢ a page and done on personal time.</b></p>

<p>Procedure for Hearing and Review of Discipline</p>	<p><a href="#"><u>Board Policy 401.4</u></a> - Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints will be brought directly to the immediate supervisor, principal or superintendent and will be made in a constructive and professional manner. Complaints will never be made in the presence of other employees, students or outside persons. A formal grievance procedure is contained in the master contract between the teacher's licensed bargaining unit and the board. This policy will not apply to a complaint that has been or could be filed at the employee's discretion under that formal grievance procedure.</p> <p>A formal, written complaint must be filed with the immediate supervisor if the concern is not resolved and a more formal investigation is requested. If the complaint is not resolved, the appeal process may be implemented by contacting - in order - the next supervisor in the line of responsibility, then the building administrator, and then the superintendent. The issue may be resolved at any step in the appeal process. The Board of Education is the final appeal body. If specific information is shared with an individual board member, he or she may be recused from participating in an appeal hearing.</p> <p>No appeal will be heard by the Board of Education and no concerns regarding staff members will be investigated or acted upon unless the concern is submitted in written form, signed by the person lodging the complaint and submitted to the board through the superintendent. Due process rights dictate that information should not be shared with the board until it formally convenes as a hearing or appeal body.</p>
<p>Prohibited Harassment, Including but Not Limited to, Sexual Harassment</p>	<p><a href="#"><u>Board Policy 104</u></a> - Harassment and bullying of students, employees, volunteers and visitors are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all 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.</p> <p>Bullying and harassment of students and others by other students, by school employees, by volunteers and visitors who have direct contact with students will not be tolerated in the school or school district.</p>
<p>Purchase Requisitions</p>	<p>Requisitions, signed by an administrator or director, must be submitted for all purchases and preview material. Items purchased or previewed without a requisition and a purchase order may become the financial responsibility of the employee. An employee will never charge anything to Humboldt Community School District unless given permission by a building or a central office administrator.</p>
<p>Recording/Video</p>	<p>Under Iowa law, anyone, including students, can record audio or video. Staff should be aware of what they are doing and saying that may be recorded and posted by others.</p>
<p>Relationship with Co-Workers (<i>Fraternization</i>)</p>	<p>District employees are encouraged to create an environment where co-workers' collaboration and cooperation add to the overall functioning of the district and fulfillment of individual job responsibilities. All employees must have a responsible attitude toward their jobs and co-workers, and they should not allow students, teachers, fellow workers or others to interrupt their work. It is important that collaboration for student achievement is accomplished through open communication.</p>
<p>Relationship with Students</p>	<p>District employees are encouraged to create professional relationships with students so as to assist with their learning. Employees should be wary of creating a relationship that is unhealthy or illegal. Adults must always be in a position to be trusted and caring for students, but the district will not tolerate any inappropriate relationships.</p>

<p>Relationships with Parents - Parent-Teacher Conferences</p>	<p>The education of every student is a team process of partnership between the parent/guardian and teacher. Therefore, it is of the highest priority and a necessity that the channel for two-way communication is kept open.</p> <p>The following are the responsibilities of <u>each</u> teacher in communicating with parents/guardians:</p> <ul style="list-style-type: none"> <li>● Encourage parents/guardians to call at any time.</li> <li>● Attend the scheduled parent-teacher conferences.</li> <li>● Schedule conferences on an as-need basis with parents/guardians other than regular conferences.</li> <li>● When you identify a problem, contact parents immediately and be prepared to offer alternatives to solve the problem.</li> <li>● Always be well prepared and have facts available.</li> <li>● Always fill out necessary reports or contact the parent/guardian for a student who is behind or failing at any time. Infinite Campus Gradebook are great communication tools for parents. Teachers should make every effort to update every two weeks for students and families.</li> <li>● Continuously inform parents/guardians of the progress of a student who has been falling behind or doing good work. Call them by telephone or send them a note.</li> <li>● Return parent/guardian phone calls/e-mails promptly.</li> <li>● Classroom newsletters: Copies should be given to the building administrator.</li> <li>● The administration strongly encourages communications to the parents/guardians.</li> </ul> <p>During the parent-teacher conference days, our responsibility is to be available to visit with parents /guardians.</p>
<p>School Building Usage (Employees)</p>	<p>Each staff member is expected to leave his/her classroom/workplace in an orderly appearance. Please set aside the last three or four minutes of the school day and designate it a clean-up period.</p> <p>1. <u>Locking Doors and Resource Management/Energy Saving Measures</u>  Each staff member is responsible for the condition of the classroom/workplace he/she used last. Use the lights wisely. The lights should be turned out when not in use. Any staff member using the building after regular hours should ensure that all outside doors are locked and be sure all lights are out before leaving the building.</p> <p>All employees who are issued building keys or key fobs are responsible for the safekeeping of those keys/fob. If an employee loses a building key or a key fob, he/she should notify the building principal immediately so that a safety plan could be put in place to make sure the building is secure. The employee may be responsible for the cost of re-keying or the cost of a new card fob.</p> <p>2. <u>Use of Building</u>  The building should be used on a planned basis. During the regular school hours, the building will operate on a schedule. When a particular area is not already in use, it may be used if the principal gets notice of such intention.</p> <p>Employees who wish to rent the building must check with the building office for the building use schedule if specific areas are needed for an event and complete a "Request for Use of School Buildings" form. Building renters will be billed according to the Board of Education Policy 905.1, Community Use of School Facilities.</p> <p>School district buildings, including grounds, and equipment will be kept clean and in good repair. Employees should be very conscious of the care of school property. Teachers and paraprofessionals moving about in a classroom will make it possible to observe treatment of textbooks, computers, desks, floors, etc. An employee should notify the building principal when something is in need of repair or removal, including graffiti. Technology provided to the staff by the district will be treated with care. Request for maintenance or repair will be made in a timely manner.</p>
<p>Sleeping on the Job</p>	<p>Loafing, loitering, sleeping, engaging in unauthorized personal business or prolonged visiting while on duty is strictly prohibited and will result in discipline.</p>

Social Media	<ul style="list-style-type: none"> <li>• Employees and students should understand and abide by the social media site's policies and terms of use.</li> <li>• Employees and students should understand that they are personally responsible for the content they post or otherwise publish on social media. Only predetermined staff members are to act as representatives of or spokespersons for the District.</li> <li>• Employees and students should not post or otherwise publish content that is deemed defamatory or obscene or which constitutes an incitement to imminent violence or a true threat, or which violates copyright or other intellectual property laws.</li> <li>• Employees and students should be careful about the type and amount of personal information they provide on social media.</li> <li>• Employees and students should not post or otherwise publish confidential or protected information about the District, its employees, or students. Disclosure of confidential or protected information may result in liability for invasion of privacy or defamation.</li> <li>• Employees and students should set and maintain appropriate social networking privacy settings. Be aware that social media sites can change their privacy policies and standards at any time, possibly exposing posts that employees and students believed were private to the public. Expectations for Educational Use of Social Media and Other Electronic Communication:</li> <li>• Employees and students accessing social media or other electronic communication through a District-owned computer or other electronic device or network are subject to applicable laws and District policies and rules regarding acceptable use of such District-owned resources, including, but not limited to, the District's Acceptable Use Policies. Staff should not be accessing or posting on personal social media sites during the workday. Staff should be cautious of posting pictures taken during the workday on personal sites at any time.</li> <li>• <a href="#">Board Policy 401.16</a></li> </ul>
Student Handbook	<p>Staff will review the student handbook with their classes the first two/three days of school. School personnel are expected to know the contents of the student handbook. Read through it carefully and acquaint yourself with student rules and school procedures. The schedule for the handbook review is included in this binder.</p>
Substance Free Workplace	<p>The board expects the school district and its employees to remain substance free at the workplace. No employee will unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of an illegal substance, in the workplace, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcoholic beverage as defined by federal or state law. "Workplace" includes school district facilities, school district premises or school district vehicle, also includes nonschool property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business. If an employee is convicted of a violation of any criminal drug offense committed in the workplace, the employee will notify the employee's supervisor of the conviction within five days of the conviction.</p> <p><a href="#">Board Policy 403.5</a></p>

Substitute Procedures	<p>Student learning must continue in the absence of the teacher/staff. Visit with your students about their expected behavior if a substitute should ever be their teacher/staff. Impress upon the students/staff that substitutes are like guests in our school. The impression the students/staff leave with a substitute sends a message to the surrounding communities about our students, teachers, staff, and administration. We want our school to be known for well-educated and well-behaved students.</p> <p>Lesson plans are to be detailed enough for a substitute to follow without difficulty. Unit plans should be in place for long term absences.</p> <p><u>Substitute Plans and Seating Charts</u> – Substitute teachers are arranged through the principal. Substitute lesson plans, and sub folders must be clear and current for the benefit of the substitute teacher. Keep these in your desk so they are easily available. The classroom teacher should include the following information in their sub folder:</p> <p>Daily schedule (including any extra duties); Lesson plans (including emergency activities which can be used for any unit); Instructions for attendance and record book; Seating charts; Teacher manual, text and other forms, quiz, or test locations; Hall pass procedures; List of reliable students each period; Special instructions; Procedures for class management, discipline, computers and A-V equipment; and Emergency procedures</p>
Supervision of Students	<p>Ensuring a safe and positive school environment is an important part of the Humboldt Schools. Adult presence and supervision is important at all times during the school day. Staff is expected to monitor hallway activity during passing time of classes. This presence provides opportunity for positive student-staff interaction as well as providing a safe and secure unstructured time. Teachers are to be in the classroom at the start of each class period.</p> <p>Supervision duty of halls, cafeteria, bus loading and unloading, playground, and extra curricular activities are assigned to employees by the building principal or secretary to the activities director. These duties are important as they address the safety issues for students.</p> <p>Employees who have been assigned supervision duty or a teacher in his/her classroom should not leave students unsupervised. Humboldt Community School District recognizes that from time to time an incident, event, or emergency may occur that the employee assigned to supervise must leave the students, but this should be for a short time only.</p> <p>No student meetings should be permitted unless a faculty member is actually present. Do <u>not</u> give students your keys/key fobs to enable them to meet without your supervision.</p>
Tardiness	<p>An employee is expected to be at the job site and ready to begin work at the appointed starting time. Arriving late for work or leaving the job early is not acceptable. In extreme emergencies, notify your immediate supervisor if you need to be late for work. Absence or tardiness because of obligations to another job or outside activity is not acceptable as an excuse. No other income-producing activity takes precedence over your job with the district.</p>
Phone Use	<p>District phones and personal cell phones and message devices are to be used appropriately at times that do not conflict with the employees' duties. All personal calls, texting and e-mails should be made during sanctioned breaks. District telephones are only for official school business. Staff using district vehicles or driving as part of their jobs should never text and should limit other cell phone use. In case of an emergency, a message may be received or telephone call made, but the call should be limited to no more than five minutes. Employees will not be called to the phone during the workday except in an emergency. Failure to follow this guideline will result in disciplinary action.</p>
Theft	<p>All thefts should be reported immediately to a principal or supervisor. Any conviction of theft will result in appropriate discipline, up to and including termination.</p>
Timekeeping Infractions	<p>All district employees who are required to keep a time card will do so accurately. Failure to do so will result in discipline, up to and including termination.</p>

Travel Compensation	<p>Employees traveling on behalf of the school district and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses shall include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed receipt, other than a credit card receipt, indicating the date, purpose and nature of the expense for each claim item. Failure to have a detailed receipt shall make the expense a personal expense.</p> <p><u>1. Travel Outside the School District</u></p> <p>Travel outside of the school district must be pre-approved.</p> <ul style="list-style-type: none"> <li>● Expenses for registration shall be limited to the actual cost of the registration.</li> <li>● Pre-approved expenses for transportation within three-hundred miles of the school district administrative office shall be by automobile. If a school district vehicle is not available, the employee will be reimbursed 40 cents per mile. Pre-approved expenses for transportation outside of three-hundred miles of the school district administrative office may be by public carrier. Reimbursement for air travel shall be at the tourist class fares. Should an employee choose to travel by automobile, reimbursement shall be limited to the public carrier amount. Pre-approved expenses for transportation in a rental car is limited to the cost of a Class "intermediate" rental car at a medium priced agency unless the number of people traveling on behalf of the school district warrants a larger vehicle.</li> <li>● Expense for lodging within the state is limited to \$200 per night.</li> <li>● Expenses for meals are limited to \$15 breakfast, \$20 lunch, and \$30 dinner.</li> </ul> <p><u>2. Travel Within the School District</u></p> <p>Employees required to travel in their personal vehicle between school district buildings to carry out the duties of their position may be reimbursed at 50 cents per trip. It shall be the responsibility of the building principal to approve travel within the school district.</p> <p>Employees who are allowed an in-school district travel allowance shall have the amount of the allowance actually received during each calendar year included on the employee's W-2 form as taxable income according to the Internal Revenue Code.</p>
Treatment of Patrons of District	<p>Patrons of the district are to be treated with respect on school grounds and at school events. Employees should be courteous at all times, and report to district administration any mistreatment by district patrons. Employee safety is a major district concern, and employees should remove themselves and report any situations where their safety may be compromised.</p>
Treatment of Students	<p>District students are to be treated with respect on school grounds and at school events. Employees should be courteous at all times, and report to district administration any mistreatment by students. Employee as well as student safety is a major district concern, and employees should remove themselves and report any situations where their safety may be compromised.</p> <p>Employees must report any incident of mistreatment of students by a school employee.</p>
Use of District Vehicles	<p>Only employees who possess a valid driver's license, a driving record that is approved by the Superintendent or his/her designee, and have appropriate insurance coverage may operate a district vehicle in their work performance. Drivers of vehicles will be responsible to pay fines received, including parking tickets. Unsafe use, breaking motor vehicle laws, or personal use of district vehicles will not be tolerated. Employees must complete a Transportation Request Form and receive prior approval when using any District vehicle.</p>
Use of Facilities	<p>Employees may request the use of facilities using the District Procedures. If it is for a for-profit endeavor, charges may apply.</p>



Visitors / Volunteers	<p>Visitors, including parents, must report to the School Office on arrival and pick up a visitor's badge. Visitors desiring to make classroom visits must obtain prior approval from the office. The office will inform the teacher of this request prior to the parent visit. When making classroom visits, parents are asked not to bring younger children.</p> <p>All volunteers for extra curricular activities, coaches, or classrooms must be cleared through the administration. If you would like or are open to having volunteer assistance in your classroom, please contact the office.</p>
Violence in the Workplace	<p>Violence in the workplace will not be tolerated in any form, and violent acts will be punished to the full extent of the law. Acts deemed violent, even if not covered specifically in board policies, may incur discipline.</p>
Wages	<p>The Board shall reserve the right to pay wages necessary to attract and secure needed staff personnel, as determined by the Board, when in its determination it is in the best interest of the district to do so. Summer Wages-Employees engaged in professional teaching or curriculum work as an employee of the Board, when such a job is not covered by the supplemental pay schedule, will be reimbursed on a basis of Twenty-Eight Dollars and Fifty Cents(\$28.50) per hour.</p>
Weapons in the Workplace	<p><a href="#"><u>Board Policy 502.6 (Weapons)</u></a> - The board believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. Violations will lead to discipline including discharge.</p> <p>School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.</p>
Workplace Privacy	<p>The school district attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient and effective manner possible. While employees are encouraged to use these items, it is important to understand that they are school district property and are only to be used for conducting school district business.</p> <p>As a part of their employment, the school district may make a computer, phone, desk or work space available to employees. The computer, phone, desk and the work space are school district property. Because the computer, phone, desk and the work space are District property, not the personal property of the employee, the equipment and the work space are subject to being inspected by the District at any time, with or without notice to the employee.</p> <p>The District assumes no responsibility or liability for any items of personal property which are placed in the desk or work space which is assigned to employees.</p> <p>If the District conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection.</p>

*Designed through suggestion by the Iowa Association of School Boards with special thanks to James Hanks, Attorney of Ahlers & Cooney Law Firm, Des Moines, Iowa*