



**North Scott Community
School District**

EMPLOYMENT HANDBOOK

for

CHILD CARE STAFF

2022-2023

July 1, 2022

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I. INTRODUCTION

INTRODUCTORY STATEMENT

This Employee Handbook has been prepared for Child Care staff members. The provisions described herein are the terms and conditions governing employment in the North Scott Community School District ([“District”](#)) and compliance with them is required.

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

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

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

DISCLAIMER STATEMENT

This Employee Handbook has been prepared for informational purposes only. None of the statements, policies and administrative guidelines, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. The District’s child care staff members employment with the Board may be terminated or non-renewed consistent with the terms of the contract and consistent with Board Policy and state law.

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

[Board Policy #404.1R1 – Employee Code of Conduct and Progressive Discipline](#)

CHAIN OF COMMAND – ORGANIZATIONAL CHART

The chain of command is the formal line of authority, communication, and responsibility within the District.

[Board Policy #309 – Authority and Communication Channels](#)

PURPOSE

The primary goal is the development and operation of an educational program of the highest quality for the benefit of students and the community.

II. EMPLOYMENT

DEFINITIONS

1. The term “Employer” shall mean the North Scott Community School District or when specified herein after its Board of Directors or other representative or agent.
2. The term “Employee” shall mean those employees specified under covered positions.

STATEMENT OF PROFESSIONAL STANDARDS

You are a member of a professional team whose job it is to achieve the highest possible standards of honesty and integrity with available resources. Because of this, it is essential that every member of the child care center team develop a professional attitude that will result in a high level of productiveness and efficiency in accordance with board policies, state and federal statutes.

Professionalism includes the following qualities: job knowledge, dependability, attitude and initiative. Appendix “B” provides an example of the evaluation form the district will use.

HOURS OF WORK

The regular workweek for each full-time employee shall consist of five consecutive days, seven (7) hours each. Total weekly hours will be thirty-five (35). The consecutive days and hours may not apply to some employees, with the understanding their hours must be flexible in order to meet the specific responsibilities of these particular positions.

III. LEAVES

VACATIONS

Year-round employees (12 months) will be entitled to the following vacation:

- Upon hire.....5 days
- Beginning of 2nd contract year.....10 days
- Beginning of 10th contract year.....15 days

Year-round, part-time (12 month) employees are entitled to the following paid vacation in accordance with the amount of hours worked in “Letter of Assignment.” For example: 4 hour workers will receive 20 hours after one year and 40 hours after three years.

Personal leave and vacation leave must be taken prior to the use of dock days or voluntary absent days.

Vacation may be carried over after July 1 with prior approval from the employee's immediate supervisor or designee. Maximum carryover will be five (5) days, or may be adjusted with the approval of the superintendent.

HOLIDAYS

Regular employees are eligible for the following ten paid holidays:

- Labor Day
- Thanksgiving
- Friday after Thanksgiving*
- Christmas Eve*
- Christmas Day
- New Year's Eve
- New Year's Day
- Good Friday*
- Memorial Day
- July 4th

Holidays shall be paid at the usual rate of pay and for the scheduled hours according to the employee's letter of assignment.

Whenever a holiday falls on Saturday, the employee shall be granted the preceding Friday, whenever a holiday falls on Sunday, the employee shall be granted the following Monday.

*If the child care center is open during one of the noted holidays, employees who are required to work by the day care director shall receive both holiday pay and regular pay for hours worked.

LEAVES OF ABSENCE

A. Sick Leave

Sick leave shall be that leave which is necessary because of illness or injury of the employee of such nature that the employee cannot perform the duties of his/her position.

Employees shall be compensated for sick leave at a rate which is commensurate with their normal workday.

All regular employees shall be granted 15 days with pay each school year as of the first official day of the contract year (July 1). Unused sick leave shall be accumulated from year to year to a total of the length of their contracted days. The school year shall be from July 1 to June 30.

By October 1st of each year, employees shall be given notice of accumulated sick leave as of the beginning of the current fiscal year.

B. Voluntary Absence

There may be a need to temporarily adjust staffing patterns due to enrollment changes and the seasonal schedule. The Child Care Director will first ask if any employees will take a voluntary absence for the needed days that the staffing pattern will need changes. If there is still a need for additional staff reduction after the voluntary request, the least senior employee's hours will be reduced temporarily.

C. Family Sick Leave

Up to 7 days of leave per year with pay shall be granted to employees for serious illness or injury in the employee's immediate family -- immediate family being defined as husband, wife, children, parents of spouse and parents of employee. The Board may, in each instance, require such reasonable evidence, as it may desire confirming the necessity for use of such leave.

D. Worker's Compensation

Absence due to injury or illness incurred in the performance of duties in accordance with board policy shall be charged against sick leave unless salary reimbursement is covered by Worker's Compensation.

E. Request for Temporary Leave

Request for temporary leave shall be filed in writing with the employee's immediate supervisor, prior to the leave. In case of emergency situations, the request may be made, and permission granted, without prior written filing of request. Properly completed forms for the record shall be completed upon the employee's return to work.

F. Personal Leave

Personal leave shall be defined as absence from work for personal reasons.

A person wishing to take personal leave shall make application through their immediate supervisor on forms provided for this purpose.

Two (2) days per year of approved personal leave with pay shall be granted all employees. Approved leave beyond this amount shall be without pay.

G. Bereavement

Up to ten (10) days with pay shall be granted at any one time in the event of the death of an employee's spouse or child.

Up to five (5) days with pay shall be granted at any one time in the event of the death of an employee's parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, son-in-law,

daughter-in-law, grandparents, grandchildren, and any other member of the immediate household. Up to two (2) of the above days may be allowed for use, non-concurrently, to serve as executor or administrator of the estate for the relative.

Up to one (1) day shall be granted at any one time in the event of the death of an employee's aunt, uncle, niece, nephew or cousin.

One (1) day annually in the event of the death of a friend or relative outside of the immediate family as outlined above.

H. Jury Duty

Any employee called for jury duty shall be granted leave with pay. Any fees or remuneration the employee receives, except mileage, during such leave shall be turned over to the North Scott School District.

I. Unpaid Leave

Other temporary leaves of absence for good reason without pay may be granted by the Board or its designee. Unpaid leave may be granted for periods of up to one year and may be renewed for similar periods, at the discretion of the Board or its designee; provided, however, that a permanently disabled employee shall not be granted an unpaid leave of more than twenty-four (24) consecutive months.

J. Military

Leave of absence shall be granted for any period of active state or federal military service. Such military leave shall be without loss of status or efficiency rating and without loss of pay during the first thirty (30) days of such leave as provided in Chapter 29A of the Code of Iowa. Upon completion of such military service, the employee shall be entitled to resume the position formerly held without loss of salary or benefits that would have been received had such leave not been taken. Any employee whose military leave exceeds a continuous period of six (6) months shall make application for reinstatement to the superintendent or his designated representative and return to employment within ninety (90) days after termination of such military service.

K. Public Office

A leave of absence for up to four (4) years without pay, benefits, or experience credit shall be granted to any employee for the purpose of campaigning for or serving in a public office.

L. Family Medical Leave

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

IV. EMPLOYMENT PAY & BENEFITS

WAGES

A. **Hourly Rate of Pay**

The hourly rate of pay of each classification of employees covered is set forth in Appendix "A" attached.

B. **Method of Payment**

Employees shall be paid every other Thursday for work performed or paid leaves of absence through the previous Sunday. Paychecks will be paid by direct deposit.

TRAVEL

A. The school district shall provide transportation for employees who are required to travel during the school day or reimburse the employee for the use of his/her private vehicle at the approved rate.

B. Travel to be reimbursed must have prior approval of the supervisor.

ACTIVITY PASS

Each employee may use his or her school ID for admission to all school-sponsored activities.

OTHER PAYROLL DEDUCTIONS

Upon the appropriate written authorization from the employee, the Board shall deduct from the salary of any employee and make appropriate remittance for tax-sheltered annuities, group universal life insurance and the The Family Credit Union. Written authorization must be in the district office the first day of the month to be effective on the next payroll.

HEALTH PROVISIONS

A. **Health Insurance**

Day Care employees, who work more than 30 hours or more per week, may purchase health insurance coverage through the district. Contact the payroll department for additional information.

B. Bloodborne Pathogens

In an effort to eliminate or minimize occupational exposure to Hepatitis B, each employee will review the district's Bloodborne Pathogens standards and Prevention Control of Communicable Diseases booklet. Any questions should be addressed to the building nurse or Child Care Director.

EVALUATION

The administrative staff shall continuously evaluate the service of the non-represented employees and shall submit such evaluations in writing to the superintendent of schools. Evaluations will be completed annually for the first three years of employment, thereafter employees will be evaluated at least every third year. The evaluator shall provide a copy of the evaluation to the employee. If the employee disagrees with the evaluation, the employee may submit a written reaction within five (5) business days of receipt of the evaluation. The written reaction shall be attached to the file copy of the evaluation. Both parties must sign the evaluation and reaction.

TERMINATION AND RESIGNATION

Employees may be terminated, provided that the decision is not arbitrary or capricious, or in violation of any applicable law. Finally, a staff member may resign in accordance with board policy

[Board Policy #413.1 - Support Personnel Resignation and Retirement](#)

[Board Policy #413.3 - Support Personnel Termination of Employment](#)

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION COMPLIANCE PROGRAM

The North Scott Community School District has an established policy of Equal Employment Opportunity with respect to race, color, creed, sex, marital status, national origin, religion, age, or disability. The district has an established policy of taking affirmative action in recruitment, appointment, assignment and advancement of individuals based upon race, color, national origin, sex, or disability.

[Board Policy #401.2 – Equal Employment Opportunity](#)

ALLEGATIONS OF STUDENT ABUSE BY SCHOOL EMPLOYEES

As per the state status in regard to Allegations of Student Abuse by School Employees, the Board of Directors have appointed the 2022-2023 Level I and Level II investigators.

These investigators are:

Level I

Erin Paysen, Principal
John Glenn Elementary
308 N Main Street
Donahue, IA 52746
(563) 282-9862

Berine Brustkern, Director of Curriculum
North Scott Administration Office
251 East Iowa Street
Eldridge, IA 52748
(563) 285-3428

Level II

James M. Sweeney & Associates
3106 Middle Road
Davenport, IA 52803
(563) 323-5922

Note: this form is also available on our website in the Employee Zone.

2022-2023 Timecard Due Dates & Payroll Check Dates
For Employees Paid Bi-Weekly

Payroll Check Date	Timecard Approved Date (<i>By Noon</i>)
July 7, 2022	July 1, 2022(<i>By end of day</i>)
July 21, 2022	July 18, 2022
August 4, 2022	August 1, 2022
August 18, 2022	August 15, 2022
September 1, 2022	August 29, 2022
September 15, 2022	September 12, 2022
September 29, 2022	September 26, 2022
October 13, 2022	October 7, 2022(<i>By end of day</i>)
October 27, 2022	October 24, 2022
November 10, 2022	November 4, 2022(<i>By end of day</i>)
November 23, 2022	November 18, 2022(<i>By end of day</i>)
December 8, 2022	December 5, 2022
December 22, 2022	December 19, 2022
January 5, 2023	December 30, 2022(<i>By end of day</i>)
January 19, 2023	January 13, 2023(<i>By end of day</i>)
February 2, 2023	January 30, 2023
February 16, 2023	February 13, 2023
March 2, 2023	February 27, 2023
March 16, 2023	March 10, 2023(<i>By end of day</i>)
March 30, 2023	March 27, 2023
April 13, 2023	April 6, 2023(<i>By end of day</i>)
April 27, 2023	April 24, 2023
May 11, 2023	May 8, 2023
May 25, 2023	May 22, 2023
June 8, 2023	June 5, 2023
June 22, 2023	June 19, 2023

North Scott 2022-2023 School Calendar

STUDENT'S FIRST DAY:
August 23, 2022

STUDENT'S LAST DAY:
June 2, 2023

SUMMARY OF CALENDAR:

Days in Classroom K-6:
 First Trimester 61
 Second Trimester 56
 Third Trimester 63
TOTAL DAYS 180

Days in Classroom 7-12:
 First Semester 89
 Second Semester 91
TOTAL DAYS 180

CALENDAR LEGEND:

Student's First Day	
Conference Comp Day	
Holidays	
Vacation Days	
Prof. Development Day	
2-Hr Early Dismissal	

HOLIDAYS:

Labor Day (9/5)
 Thanksgiving Day (11/24)
 New Year's Day (1/1)
 MLK Day (1/16)
 Memorial Day (5/29)

2-HR EARLY DISMISSAL:

Friday, Sept. 16, Oct. 7, Oct. 21
 Nov. 4, Nov. 18, Dec. 9, Dec. 20,
 Jan. 13, Jan. 27, Feb. 10, Feb. 24,
 Mar. 3, Mar. 24, April 28, May 12,
 June 2

SNOW MAKE-UP DAYS:

June 5, 6, 7, 8, 9

Please Note: State requirements are that each student must attend a minimum of 1080 hrs./year of schooling. This calendar allows more than 1080 hrs.

August 2022							Student Days	
M	T	W	Th	F	S	S		
8	9	10	11	12				
15	16	17	18	19				
22	23	24	25	26	4	4		
29	30	31					3	7
September 2022								
			1	2	2	9		
5	6	7	8	9	4	13		
12	13	14	15	16	5	18		
19	20	21	22	23	5	23		
26	27	28	29	30	5	28		
October 2022								
					0	28		
3	4	5	6	7	5	33		
10	11	12	13	14	4	37		
17	18	19	20	21	5	42		
24	25	26	27	28	5	47		
31					1	48		
November 2022								
	1	2	3	4	4	52		
7	8	9	10	11	4	56		
14	15	16	17	18	5	61		
21	22	23	24	25	3	64		
28	29	30				67		
December 2022								
			1	2	2	69		
5	6	7	8	9	5	74		
12	13	14	15	16	5	79		
19	20	21	22	23	2	81		
26	27	28	29	30		88		
January 2023								
2	3	4	5	6	3	84		
9	10	11	12	13	5	89		
16	17	18	19	20	4	93		
23	24	25	26	27	5	98		
30	31				2	100		
February 2023								
		1	2	3	3	103		
6	7	8	9	10	5	108		
13	14	15	16	17	5	113		
20	21	22	23	24	4	117		
27	28				2	119		
March 2023								
		1	2	3	3	122		
6	7	8	9	10	5	127		
13	14	15	16	17	0	132		
20	21	22	23	24	5	137		
27	28	29	30	31	5	137		
April 2023								
					0	137		
3	4	5	6	7	5	142		
10	11	12	13	14	5	147		
17	18	19	20	21	4	151		
24	25	26	27	28	5	156		
May 2023								
1	2	3	4	5	5	161		
8	9	10	11	12	5	166		
15	16	17	18	19	5	171		
22	23	24	25	26	5	176		
29	30	31			2	178		
June 2023								
			1	2	2	180		
5	6	7	8	9				

180 Days/1080 Hours Calendar

Aug. 9	New Teachers Orientation
Aug. 10-11	New Teacher Half Days
Aug. 15	NS Teacher Institute(optional PD)
Aug. 17-18	Prof. Development Days
Aug. 22	Teacher Work Day
Aug. 23	First Day of School
Sept. 5	Labor Day (No School)
Oct. 10	Prof. Development Day (No School)
Oct. 21	End 1 st Quarter (42 days) (2-Hr Early Out)
Nov. 7	Prof. Development Day (No School)
Nov. 18	End 1 st Trimester (61 days) (2-Hr Early Out)
Nov. 23	Conference Comp Day (No School)
Nov. 24-25	Thanksgiving Holiday (No School)
Dec. 21-Jan. 3	Winter Break (No School)
Jan. 13	End 1 st Semester (89 days) (2-Hr Early Out)
Jan. 16	Martin Luther King Jr. (No School)
Feb. 20	President's Day (No School) Prof. Development Day
Feb. 24	End 2 nd Trimester (56 days) (2-Hr Early Out)
Mar. 13-17	Spring Break (No School)
Mar. 24	End 3 rd Quarter (43 days) (2-Hr Early Out)
April 7	Conference Comp Day (No School)
April 10	Prof. Development Day (No School)
May 26	Graduation
May 29	Memorial Day (No School)
June 2	End 3 rd Trimester (180 days) End 2 nd Semester (180 days) (2-Hr Early Out)

Appendix A
Daycare Salary Schedule

Step	Aide	Aide w/ CDA or AA Early Ch	Asst Dir/ On Site Dir	BA Asst Dir/ On Site Dir	Student
1	12.17	13.20	13.38	14.35	10.08
2	12.29	13.36	13.55	14.53	10.19
3	12.41	13.52	13.70	14.71	
4	12.62	13.68	13.87	14.91	
5	13.01	13.84	14.20	15.09	
6		14.01	14.37	15.29	
7			14.55	15.50	

V. EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

I acknowledge that I have received and read North Scott Community School District’s Employee Handbook for Non-Represented Staff Members and understand the provisions contained herein. I understand that the terms described in the Employee Handbook for Non-Represented Staff Members.

I further understand that the Employee Handbook for Non-Represented Staff Members and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied.

(Employee Printed Signature)

(Employee Written Signature)

(Date)