



**North Scott Community  
School District**

**EMPLOYMENT HANDBOOK**

**FOR**

**CLASSIFIED STAFF MEMBERS**

**2022 – 2027 SCHOOL YEAR**

**DATE JULY 1, 2022**

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# I. INTRODUCTION

## **INTRODUCTORY STATEMENT**

This Employee Handbook has been prepared for classified staff members including custodians, matrons, grounds, delivery, secretarial, mechanics, maintenance, teacher aides, and cooks. 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 District. It has been prepared to acquaint all classified 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 classified 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 classified 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 classified 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](#)

## **EMPLOYEE HANDBOOK**

The Union and District will form a joint Interest Based Committee whose purpose shall be to review and make recommendations through the meet and confer process to the Board regarding conditions of employment contained in the Employee Handbook. The

Board shall approve the Employee Handbook on an annual basis. On/before April 15th of each year, this committee shall make recommendations to the Board regarding the content of the Handbook that will go into effect the following July 1st.

A. Representation

The Handbook Committee will have representation with the District and the Union each selecting its own representatives. The Union President, or designee, shall serve as the lead representative of the Union team. The District Superintendent shall serve as the lead representative of the District team.

B. Frequency

The Interest Based Committee will meet at least monthly from August through December, and twice a month January through May. An adjustment to this schedule will be mutually agreed upon, with the full meeting schedule set in August.

This Employee Handbook supersedes any and all previous handbooks, statements, policies and administrative guidelines, rules, or regulations given to employees, whether verbal or written.

Whenever any words are used in this handbook in the masculine gender, they shall also be construed to include the feminine or neutral gender in all situations where they would so apply, and whenever any words are used in the singular, they shall also be construed to include the plural in all situations where they would so apply, and wherever any words are used in the plural, they shall also be construed to include the singular.

This handbook does not encompass all employment policies or staff guides.

## **STATEMENT OF PHILOSOPHY**

This Employee Handbook is devoted to the Board's goals and objectives for personnel in the performance and benefits of the job. School District personnel provide an important service for the students of the school District community. Personnel may be teaching or assisting in the classroom, working in the office, maintaining the facilities, driving or repairing the school buses, or cooking lunches.

Each school District employee plays a vital role in providing an equal opportunity for a quality education for students commensurate with their individual needs. While the teachers have the most direct impact on the formal instruction of students, all school District personnel have an impact on the school environment by the employee's dedication to work, the employee's actions and the employee's manners. As role models for the students, school District personnel shall strive to promote a cooperative, enthusiastic, and supportive learning environment for the students. In striving to achieve a quality education program, the Board's goal will be to obtain and retain qualified and effective school District personnel. The Board shall have complete discretion to

determine the number, the qualifications, and the duties of the positions and the school District's standards of acceptable performance. It shall be the responsibility of the superintendent to make recommendations to the Board in these areas prior to Board action.

Board policies in this series relating to general personnel shall apply to school District personnel regardless of the position as licensed or support personnel. Board policies relating to licensed personnel shall apply to positions that require a teaching certificate. Support personnel policies included in this series shall apply to positions that do not require a teaching or administrative certificate. The Board recognizes the right of employee groups to organize under Chapter 20 Code of Iowa for the purposes of collective bargaining.

## **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**

### **EQUAL EMPLOYMENT OPPORTUNITY**

The Board of Education does not discriminate in the employment of professional staff on the basis of any characteristic protected under State or Federal law including, but not limited to: race, color, age, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in Iowa law), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters or any other characteristic protected by law in its employment practices.

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

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

### **ANTI-HARASSMENT POLICY**

The Board of Education is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all

necessary and appropriate action to eliminate it. Any member of the District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

For purposes of anti-harassment, "School District Community" means individuals subject to the control and supervision of the Board including, but not limited to, student, teachers, staff, volunteers, and Board members. "Third party" means individuals outside the school District community who participate in school activities and events authorized by the Board including, but not limited to, visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with, the District.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as sex, color, race, ancestry, creed, religion, genetic information, national origin, age, handicap, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, conviction record, or other protected group status, which affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, student-to-employee, male-to-female, female-to-male, male-to-male, or female-to-female.

The District Administrator has prepared written administrative guidelines for professional staff members to follow when reporting alleged harassment. The process that will be followed when conducting an investigation regarding alleged harassment that is prohibited is also set forth in these administrative guidelines.

For more information, employees shall refer to:

[Board Policy #401.2.1 - Employee Anti-Harassment](#)

## **JOB DESCRIPTIONS**

The Board of Education recognizes that it is essential for classified staff member accountability that each professional staff member is fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for professional staff positions and thereby promote organizational effectiveness and efficiency.

For more information regarding job descriptions, classified staff members shall refer to Job Descriptions Manual. Further, if a copy of a job description is required or desired, the professional staff member shall ask their immediate supervisor or go to the central office and request a duplicate copy.

## **CONFLICT OF INTEREST**

Classified staff members are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Further, professional staff members are expected to perform their duties in a manner free from conflict of interest.

## [Board Policy #401.3 - General Personnel Conflict of Interest](#)

### **OUTSIDE ACTIVITIES OF STAFF**

It is imperative that classified staff members avoid situations in which their personal interests, activities, and Unions may conflict with the interests of the District. If a classified staff member is involved in an activity that threatens that staff member's effectiveness within the school system, the District Administrator shall evaluate the impact of such interest, activity, or Union upon the classified staff member's responsibilities.

For more information regarding the Board's expectations concerning interests, activities or Unions that may conflict with the interests of the District, professional staff members should review the following:

## [Board Policy #401.3 - General Personnel Conflict of Interest](#)

### **COMMUNICATIONS AND SUGGESTIONS**

The District values the comments and suggestions of its employees concerning work methods and operations. Employees should follow the chain-of-command when offering a suggestion or comment.

Classified staff members should refer to the detailed procedure regarding communication set forth in:

## [Board Policy #401.7 - General Personnel Relations to Administration and to the Board](#) [Board Policy #401.8 - General Personnel Involvement in Decision Making](#)

### **POLITICAL ACTIVITIES**

Political activities that do not contribute to a positive learning climate may be disruptive, divisive and distracting. Therefore, the Board has concluded that such activities are not appropriate within the school setting. It is the intention of the Board of Education to regulate such activities on all Board owned or used property, within all District buildings and at all District-sponsored activities.

## [Board Policy #401.14 - General Personnel Political Activity](#) [Board Policy #603.4 - Multicultural and Gender Fair Education](#) [Board Policy #603.9 - Academic Freedom](#)

## **III. EMPLOYMENT STATUS AND RECORDS**

### **EMPLOYMENT CATEGORIES**

The Board establishes the specific categories of employment by which staff are identified as members of the support personnel staff if they fall into a category established in:



## Board Policy #411.1 – Support Personnel Defined

Employee should refer to the applicable collective bargaining unit, which include all full-time and regular part-time professional employees: custodians, matrons, grounds, delivery, secretarial, mechanics, maintenance, teacher aides, and cooks.

### **PERSONNEL FILES**

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. Further, the access granted for review and inspection of a personnel file must be completed in accordance with state law. The District shall maintain personnel records of professional staff members and grant access to inspect or review those records in accordance with:

## Board Policy #401.6 – General Personnel Records and State Law

### **PERSONNEL FILE RECORD CORRECTION**

If there is any disagreement with the content or information contained in an employee's personnel record, the employee will follow the process established in the following policy to either have a correction made to the information in question, or to have the content in question removed from the file.

## Board Policy #401.6 – General Personnel Records

### **PERFORMANCE EVALUATION**

The District Administrator has established and will implement a program of staff evaluation.

The supervisor and or designee shall continuously evaluate the services of the classified staff and shall submit such evaluations in writing to the Superintendent of Schools. Within three weeks after the beginning of the school term, the administration shall advise the classified staff of the evaluation procedures and instrument to be used. No formal evaluation will take place until such orientation has been given.

If a classified employee is hired to begin work after the start of the school term, the three weeks above will commence on the first day of employment. The evaluator will hold a conference with the employee to provide suggestions for improvement. Evaluations will be completed by June 1 of each year for the first two years of employment, thereafter employees will be evaluated at least every third year. Re-evaluations may be completed after June 1.

The evaluator shall provide a written copy of the evaluation to the employee. If the employee disagrees with the written evaluation, the employee may submit a written reaction within five (5) days of receipt of a copy of the written evaluation. The written reaction shall be attached to the file copy of the evaluation. Both parties must sign the evaluation and reaction. An evaluation with an unsatisfactory rating or recommendation

to terminate employment may be grieved under the procedures set forth in this handbook.

[Applicable State statutes](#)  
[Board Policy #411.6 – Support Personnel Evaluation](#)

## **CONFIDENTIALITY**

As a result of an Employee's responsibilities with the District, an Employee may have access to confidential student or personnel records or other sensitive information. This may include, without limitation, information concerning the educational and medical status or condition of a student, the medical status or condition of an Employee, Employee records as well as the District's business practices including purchasing and negotiating strategies (collectively "confidential information"). Pupil information obtained, as the result of employment with the District is confidential information and protected by law unless such information has been designated as pupil directory data in School Board policy, and parents or guardians have not otherwise exercised their right to opt out of the release of designated directory data information.

Confidential information cannot be disclosed to any District personnel who are not authorized to receive such information or to persons outside of the District without the express authorization of Administration. Likewise, no information concerning the internal operations of the District, including but not limited to the release of records of the District, may occur except through, and with the permission of Administration.

Unless directed by Administration, Employees shall not act as the District's custodian of records or disseminate confidential information. State and federal laws govern the collection, maintenance and dissemination of confidential information. As a result, the improper and unauthorized disclosure of confidential information may constitute a violation of law. All inquiries or requests for pupil or personnel records should be directed to the District Administrator or building supervisor.

## **STUDENT SUPERVISION AND WELFARE**

The Board requires each support staff member to maintain a standard of care for supervision, control and protection of students commensurate with the employee's assigned duties and responsibilities.

## **ASSIGNMENT AND TRANSFERS**

The District Administrator is responsible for the proper assignment of all support staff members in conformance with any legal requirements or certification requirements.

Further, support staff members may be transferred between schools when the District Administrator determines that the needs of the students, the school or District so require.

## **STAFF DISCIPLINE**

Staff discipline and required investigations regarding potential wrongdoings of a professional staff member shall be consistent with the terms established in:

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

## **REDUCTION IN STAFF**

### **A. Layoffs**

In the event the employer determines that employee must be laid off, employees will receive a two week notice.

The Employer may assign the employee to a position so long as the position is the same or more number of work days per year, same or more work hours per day, and the same salary schedule lane. In making assignments, the Employer will consider Employee seniority and qualifications.

If no such open positions exist, the employee may bump the lowest senior employee with the same or more work days per year and work hours per day within the salary schedule lane. If no such position exists within the salary schedule lane, the employee may bump into the salary schedule lane within the pay grade in a descending order as outlined in the classified salary schedule. An Employee may only bump an employee with less seniority. Employees are not required to bump, they may accept layoff.

### **B. Procedures**

1. Seniority is only earned in the classification to which the employee is assigned. If an employee changes classification he/she retains the seniority in the previous classification. For layoff purposes the least senior employee within the affected classification will be the first to be laid off. For instance, an employee with ten (10) years seniority in “custodian” transfers to “aide” and works as an aide for two (2) years, his/her seniority status is ten (10) years “custodian” and two (2) years “aide”. If a layoff should occur in “aide”, he/she has the right to displace an employee with less than ten (10) years seniority in “custodian”.
2. Employees assigned to a position, or previously assigned to a position, not covered by this agreement, but who maintains continuous employment within the District, shall retain their seniority rights within the classification(s) previously worked should they be reassigned to a position covered by this agreement.

### **C. Seniority List**

The employer shall provide the official, current and accurate seniority roster to the Union president on an annual basis no later than November 1st of each year.

#### D. Recall

Employees who are laid off shall have recall rights in the classification from which he/she were laid off, in reverse order of layoff for a period of two (2) years.

#### **VACANCIES**

Vacancies shall first be filled by recalling any laid off employees according to the following procedures. When all laid off employees have been recalled, vacancies shall be posted in each building at least five (5) days prior to the time the position is filled. Within ten (10 days) of the date of hiring, the employer shall notify the employee being awarded the position, and the president of the Union of the disposition of the vacancy.

The employer will send a list of all vacancies which occur during the summer to the president of the Union prior to posting. All employees shall have the right to apply for any position and shall be notified of the disposition of the vacancy. Positions will be filled according to the discretion of the employer after giving consideration to all applicant's qualifications and the job requirements. The most qualified applicant as determined by the employer shall be selected to fill vacancies.

If two or more applicants are determined to be substantially equal in qualifications, seniority shall be given preference. Seniority is defined as the length of time from the employees last date of hire. Provided however, the employer shall have the right to fill vacancies immediately if substitutes cannot be found. All new hires shall serve a one hundred twenty (120) day probationary period at the beginning of their employment to give the employer a chance to evaluate the employee to determine if employment will be continued or terminated. The employer will evaluate the employee at least 30 days prior to the end of the probationary period. At the end of the probationary period the employer will notify the employee of his/her employment status.

The official posting will include, but not be limited to, job classification, location (if applicable), hours per day, regular days of the week and number of days per year.

#### **UNION MEETINGS**

One hour shall be allowed twice each year without loss of compensation to attend Union meetings. The administration shall approve the time of the meetings.

#### **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](#)

## **IV. EMPLOYEE PAY AND BENEFITS**

### **COMPENSATION**

The District will negotiate total base wages with certified bargaining units in accordance with the provisions of Iowa law. The District handbook will otherwise set other compensation for Employees on an annual basis and will provide Employees notice of their salary or wages upon completion of negotiations and in accordance with contract dates. The District exclusively reserves the right to provide other compensation, such as merit pay, performance pay, supplemental compensation, or other forms of compensation.

### **BENEFITS**

The Board provides a competitive and comprehensive package of benefits to its employees. Annually, in conjunction with the budget and handbook processes, the anticipated share cost of all employee benefits, specifying both the employee and employer share shall be approved through Board action.

### **ACTIVITY PASS**

Each employee shall receive a pass (non-transferable) for his or her admission to all school sponsored activities.

### **CLOTHING AND FOOTWEAR ALLOWANCE**

The food service, grounds, custodian, and mechanic get \$60 per year for work clothing, uniforms, or footwear.

### **LEAVES OF ABSENCE**

Any support staff member may request a voluntary leave of absence from employment by the Board. All requests for unpaid leaves shall be presented to the Board for approval and will provide the reason for the leave and the expected duration of the leave.

If the leave is approved, the Board action will also provide the conditions applicable for the employee to return to work. Leaves will be granted in accordance with:

[Board Policy #414 - Support Personnel Vacations and Leave of Absence](#)

### **HEALTH INSURANCE BENEFITS**

All employees working thirty (30) or more hours per normal workweek shall be eligible to elect coverage in the following insurance plans. The Board shall select the carrier.

A. Health and Major Medical

Each eligible employee and his or her immediate family members shall be covered by a health and major medical program that meets the following minimum specifications:

1. Hospitalization for a maximum of 365 days at semi-private room rates.
2. An unlimited diagnostic X-ray and laboratory service rider, which includes both in-patient and out-patient care.
3. Major medical, hospitalization, and physician expenses shall be subject to a \$1,125 deductible for single and \$2,250 deductible for family for in-network providers, a \$1,375 deductible for single and \$2,750 deductible for family for out-of-network providers, and co-insurance limit of 20%.
4. The maximum out-of-pocket expenditures for insured in a benefit year shall be \$2,750 single and \$5,500 family for medical in-network providers, \$3,000 single and \$6,000 family for medical out-of-network providers.
5. Drug card co-pays are 20% to a maximum of \$100 per script with a maximum out-of-pocket of \$2,500 single and \$5,000 family.
6. The plan will require pre-admission certification and utilization review.
7. The employee shall pay monthly employee contributions of \$45 for single coverage and \$160 for family coverage.

B. Life

Each eligible employee shall be covered by a term life insurance program paid for by the Board that provides a minimum death benefit of \$20,000.00 double for accidental death up to age 65.

C. Disability

Each employee shall be covered by a long-term disability insurance program, paid for by the Board that provides the following benefits. Benefits shall begin after 90 calendar days or upon termination of the employee's sick leave if greater than 90 days and continue at 60% to age 65 for accident or sickness:

1. Monthly maximum of \$4,167.00.
2. No exclusions on mental or nervous conditions, alcohol or drug addiction.
3. Social Security freeze.
4. Rehabilitation to be handled on a case by case basis.
5. No pre-existing condition or eligibility waiting period.
6. Over-all income limit of 75% of covered monthly compensation.
7. Recurrent disability clause of three (3) months.
8. Two year limitation of job description.
9. Minimum monthly benefit of \$50.00.
10. Continuation of benefits if master policy is terminated.

D. Dental Insurance

Each eligible employee shall be covered by a school-paid dental insurance plan

equivalent to Delta Dental Plan I. Two District married employees may elect family insurance and the District will pay the equivalent amount of two (2) single premiums toward the cost of the family plan. The calendar year limit shall be \$1,500 per individual.

E. Workmen's Compensation

Each employee shall be covered by workmen's compensation paid for by the Board. Absence due to injury incurred in the course of the employee's employment shall not be charged against the employee's sick leave days when said absence results in salary payment by workmen's compensation.

F. Optical

Each eligible employee shall be covered by a school-paid optical insurance plan which covers all but a \$5.00 charge for eye examinations. **New lenses or contact lenses every 12 months. New frames every 24 months.**

When a family plan is elected by one of two District married employees, the District will pay the equivalent amount of two (2) single premiums toward the cost of the family plan.

G. Tax Free-Salary Reduction

The District shall make available to eligible employees a pre-tax deduction Section 125 Flex II plan to pay the medical insurance premium expenses, dependent care, and other unreimbursed medical expenses.

## V. WORKING CONDITIONS AND HOURS OF WORK

### **DRESS CODE**

The Board has exercised its authority to specify dress and grooming guidelines for staff. When on duty, professional staff members are expected to dress in a manner that is consistent with the expectations described in the following policy:

[Board Policy #404.1 - General Personnel Conduct and Appearance](#)

### **EMERGENCY CLOSINGS**

The District administrator shall make the decision regarding emergency closings.

## **TRAVEL EXPENSES**

The Board of Education will provide for the payment of the actual and necessary expenses, including travel expenses, of any professional staff member that is incurred in the course of performing services for the District, whether within or outside the District, under the direction of the following policy:

[Board Policy #401.11 – General Personnel Travel Compensation](#)

## **VI. SAFETY AND HEALTH**

### **DRUG AND ALCOHOL USE**

Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's administrative and/or professional staff at any time while on District property or while involved in any District-related activity or event.

[Board Policy #403.8 - Substance-Free Workplace](#)

Any staff member who violates the above policy, shall be subject to disciplinary action in accordance with:

[Board Policy #403.8R1 - Substance-Free Workplace Regulations](#)

Any employee who feels that he or she needs assistance with drug or alcohol dependency is encouraged to contact District administrator for information about the District's Employee Assistance Program (EAP). Employees receiving assistance in this regard are not exempted from compliance with the District's prohibition on the manufacture, possession, use, distribution, or dispensing of any controlled substance while on duty or on District premises or at any school sponsored activity.

[Board Policy #403.9 – Employee Assistance Program \(EAP\)](#)

### **SMOKING**

The Board of Education is committed to providing students, professional staff, and visitors with a tobacco and smoke-free environment. Accordingly, the Board prohibits professional staff members from using tobacco in any form on District premises, in District vehicles within any indoor facility owned or leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

[Board Policy #403.5 - Smoke Free Facilities, Vehicles, and Grounds](#)

### **SAFETY PROVISIONS**

- A. The School Board shall cooperate with their insurance company, the local fire departments, and OSHA (Occupational State Health Act) in providing a safe



place of employment.

- B. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks that endanger their health, safety and well-being.
- C. The Board shall provide in each building or make accessible through a phone call, properly trained personnel and the equipment necessary to insure proper first aid treatment for employees.

### **REPORTING WORK RELATED INJURY**

Any accident that results in an injury, however slight, to an employee of the Board, must be reported promptly and in writing to the Administration Office in compliance with:

[Board Policy #403.2 - General Personnel Injury on the Job](#)

The injured employee shall complete a form that includes the date, time and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

## **VII. EMPLOYEE COMMUNICATION & TECHNOLOGY**

### **ACCEPTABLE USE OF DISTRICT EDUCATION TECHNOLOGY**

Staff use of the District's education technology will be governed by:

[Board Policy #401.18 - District Staff Acceptable Use Policy for Accessing Computers and Electronic Communications Systems](#)

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the network.

### **EMAIL**

When available, the District's e-mail system must be used by employees for any official District e-mail communications.

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District employees may be public records or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with:

[Board Policy #709 - Data Management](#)

The District retains the right to monitor or access any District e-mail accounts at any time. Users should not expect that their communications sent or received through the District e-mail system will remain confidential and personal.

Employees should be aware of the framework for the proper use of e-mail established in:

[Board Policy #401.18 - District Staff Acceptable Use Policy for Accessing Computers and Electronic Communications Systems](#)

## **SOCIAL MEDIA**

Student Supervision and Welfare, professional staff members are discouraged from engaging students in social media and online networking media, such as Facebook, Twitter, MySpace, etc. any reason outside of educational use. In accordance with:

[Board Policy #401.18 - District Staff Acceptable Use Policy for Accessing Computers and Electronic Communications Systems](#)

## **VII. EMPLOYEE CONDUCT AND DISCIPLINARY ACTION**

### **STAFF DISCIPLINE**

Staff discipline and required investigations regarding potential wrongdoings of a staff member shall be consistent with:

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

### **GRIEVANCE PROCEDURE**

Each professional staff member of the District shall be provided an opportunity to understand and resolve matters affecting employment that the employee believes to be unjust as provided in the grievance procedures.

The grievance procedure is available in the case of any employee's disagreement with discipline or termination of employment, as well as any matter relating to workplace safety.

All employee grievances must be filed by the aggrieved employee(s). The grievance must be filed within five (5) working days after the employee knew or should have known of the cause of such grievance.

#### **A. Definitions**

##### **1. Grievance**

A grievance is a claim by an employee, a group of employees or the Union that there has been a violation, misinterpretation, or misapplication of any provision of the agreement or handbook.

2. Aggrieved Person

An “aggrieved person” is the person or persons or the Union making the complaint.

3. Party in Interest

A “party in interest” is the person or persons making the complaint and any person, including the Union or the Board, who might be required to take action or against whom action might be taken in order to resolve the complaint.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Procedure

1. Time Limits

The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

2. Year-End Grievance

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest; the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or within a maximum of thirty (30) days thereafter.

3. Level One - Principal or Immediate Supervisor (Informal)

An employee with a grievance shall first discuss it with his principal or immediate supervisor, either directly or with the Union’s designated representative, with the objective of resolving the matter informally.

4. Level Two - Principal (Formal)

If, as a result of the informal discussion with the principal or immediate supervisor at level one, a grievance still exists, the aggrieved person may invoke the formal grievance procedure through the Union. The grievance form shall be available from the Union representative in each building and

said form shall be signed by the grievance and a representative of the Union. A copy of the grievance form shall be delivered to the appropriate principal or immediate supervisor within ten (10) school days of the level one meeting but not later than twenty-five (25) school days of the occurrence giving rise to the grievance.

If the grievance involves more than one school building, it may be filed with the superintendent or his designee within said twenty-five (25) day period. The appropriate principal or immediate supervisor shall indicate

his disposition of the grievance in writing within five (5) school days of the presentation of the formal grievance and shall furnish a copy thereof to the Union.

If the aggrieved person or the Union is not satisfied with the disposition of the grievance or if no disposition has been made within the five (5) school day period, the grievance shall be transmitted to level three within ten (10) school days of the step two answer.

5. Level Three – Superintendent

The Superintendent and/or his/her designee shall meet with the aggrieved person and the Union within five (5) school days of receipt of the grievance. Within ten (10) school days of receipt of the grievance, the superintendent and/or his/her designee shall indicate his/her disposition of the grievance in writing and shall furnish a copy thereof to the Union.

6. Level Four – School Board

- a. If the aggrieved person or the Union is not satisfied with the disposition of the grievance by the Superintendent or his designee, or if no disposition has been made within ten (10) school days of receipt of the said grievance, the aggrieved person and the Union shall meet within five (5) school days of disposition of the grievance to discuss the merits of submitting the grievance to **appeal to the School Board**.
- b. If the Union determines that the grievance is meritorious, it may submit the grievance to **appeal to School Board** within five (5) school days of the superintendent's step three answer.
- c. Within ten (10) school days after written notice of **appeal** to the Board to the **Superintendent** and the Union shall set a mutually acceptable **date for appeal to be held in private session with the Board at the mutually agreed upon date**.
- d. The Board shall issue their decision not later than fifteen (15) school days from the date of the close of the **appeal**. The **Board's** decision shall be in writing and shall set forth their findings of fact,

reasoning and conclusions on the issues submitted. The decision of the **Board** shall not add to, subtract from, or modify the provisions of this agreement and shall be final and binding on the parties.

D. Rights of Employees to Representation

1. Employee and Union

Any aggrieved person must be present at the informal level of the grievance procedure and at any stage of the grievance procedure may at his/her option be represented and/or accompanied by a representative selected or approved by the Union.

When an employee is not represented by the Union, the Union shall have the right to be present at all formal levels as a party of interest and shall have the right to grieve any adjustment of the employee's complaint, starting at step one of the grievance procedure, if such adjustment is inconsistent or contrary to the provisions of this agreement.

2. Reprisals

No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any representative, any member of the Union or any other participant in the grievance procedure by reason of such participation.

3. Released Time

When a grievance meeting has been scheduled during the working day, said aggrieved person and/or Union representative shall be released without loss of compensation.

E. Miscellaneous

1. Group Grievance

If, in the judgment of the Union, a grievance affects a group or class of employees, the Union may submit such grievance in writing to the superintendent directly and the processing of such grievance shall be commenced at level two. The Union may process such a grievance through all levels of the grievance procedure.

2. Written Decisions

Decisions rendered at level one which are unsatisfactory to the aggrieved person and all decisions rendered at levels two and

three of the grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest and to the Union. Decisions rendered at level four shall be in accordance with the procedures set forth in the article on **appeal**.

3. Meetings and Hearings

All meetings and hearings under this procedure shall be conducted in private and shall include only witnesses, the parties in interest and their designated or selected representatives, heretofore referred to in this article.

## VIII. 2022-2023 Timecard Due Dates & Payroll Check Dates

### 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			
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			3	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	0		
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		
20	21	22	23	24	5	132	
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<sup>st</sup> Quarter (42 days) (2-Hr Early Out)  
 Nov. 7 Prof. Development Day (No School)  
 Nov. 18 End 1<sup>st</sup> 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<sup>st</sup> 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<sup>nd</sup> Trimester (56 days) (2-Hr Early Out)  
 Mar. 13-17 Spring Break (No School)  
 Mar. 24 End 3<sup>rd</sup> Quarter (43 days) (2-Hr Early Out)  
 April 7 Conference Comp Day (No School)  
 April 10 Prof. Development Day (No School)  
 May 28 Graduation  
 May 29 Memorial Day (No School)  
 June 2 End 3<sup>rd</sup> Trimester (180 days) End 2<sup>nd</sup> Semester (180 days) (2-Hr Early Out)



## **X. EMPLOYEE RECEIPT AND ACKNOWLEDGMENT**

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

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

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(Employee Printed Signature)

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(Employee Written Signature)

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(Date)