



**North Scott Community
School District**

EMPLOYMENT HANDBOOK

FOR

Bus Drivers

SCHOOL YEAR 2022-23

July 1, 2022

TABLE OF CONTENTS

	<u>PAGE</u>
I. INTRODUCTION	
Introductory Statement	1
Disclaimer Statement	1
Statement of Philosophy	2
Chain of Command – Organizational Chart	3
Purpose	3
II. EMPLOYMENT	
Equal Employment Opportunity	3
Anti-Harassment Policy	4
Conflict of Interest	5
Outside Activities of Staff	5
Communications and Suggestions	5
Political Activities	5
III. EMPLOYMENT STATUS AND RECORDS	
Personnel Files	6
Personnel File Record Correction	6
Performance Evaluation	6
Confidentiality	7
Student Supervision and Welfare	8
Assignment and Transfers	8
Staff Discipline	9
Reduction in Staff	9
Termination and Resignation	10
IV. EMPLOYEE PAY AND BENEFITS	10
V. WORKING CONDITIONS AND HOURS OF WORK	
Travel Expenses	11

VI.	SAFETY AND HEALTH	
	Drug and Alcohol Use	11
	Smoking	11
	Safety Provisions	12
	Reporting Work-Related Injury	12
VII.	EMPLOYEE COMMUNICATION & TECHNOLOGY	
	Acceptable Use of District Education Technology	12
	Email	13
	Social Media	13
VIII.	EMPLOYEE CONDUCT AND DISCIPLINARY ACTION	
	Staff Discipline	14
	Grievance Procedure	14
IX.	TIMECARD DUE DATES & PAYROLL CHECK DATES	19
X.	BUS DRIVER SALARY SCHEDULE	20
XI.	CALENDAR	21
XII.	EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT	22

I. INTRODUCTION

INTRODUCTORY STATEMENT

This employee handbook has been prepared for bus drivers. 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 bus drivers 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 bus driver’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 bus drivers 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 bus driver 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.](#)

The Union and District will form a joint Handbook 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 association 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 Handbook 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 bus drivers 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 a bus driver 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 bus drivers 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.

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

CONFLICT OF INTEREST

Bus drivers are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Further, bus drivers 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 professional staff members avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If a bus driver 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 association upon the bus driver's responsibilities.

For more information regarding the board's expectations concerning interests, activities or associations that may conflict with the interests of the District, bus drivers 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.

Bus drivers should refer to the detailed procedure regarding communication set forth in

[Board Policy #401.7 - General Personnel Relations to Administration](#)

[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

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 board 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.

- A. Within three (3) weeks after the beginning of school the employer shall acquaint the employees with the evaluation instrument. No formal evaluation shall take place until such orientation has been completed.
- B. The employer shall meet the employee to discuss the formal evaluation. The employer and employee shall sign the evaluation instrument to acknowledge receipt of the evaluation by the employee. A copy shall be retained by the employee and the employer shall place a copy in the file.
- C. The employee shall have the right to respond to an evaluation in writing within 15 days of receipt of the evaluation and the response shall be placed in the employee's file.
- D. Employees shall have the right to review and copy the contents of their personnel file except confidential letters of recommendation and credentials. A representative of the Union may accompany the employee, at the employee's request, in the review of the file.

- E. Copies of any materials evaluative in nature or relating to the employees work assignment which are placed in the employee's personnel file shall be provided to the employee within ten (10) days of its placement in the file and the employee shall have fifteen (15) days in which to respond in writing to the material. Such written response will become a part of the file.

[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 bus driver 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 staff members in conformance with any legal requirements or certification requirements.

A. Voluntary

1. When a vacancy in a route occurs, the vacancy will be posted for a period of five (5) days before the route is permanently filled. The process for filling the vacancy shall (normally) be completed within 5 working days from the end of the five day posting.
2. All postings shall include the route number or name, and the name of the individual previously holding the route.
3. A bidding list shall be posted along with a list specifying the current order of seniority among drivers. The most senior driver shall have first choice of routes followed by the next senior driver and so on down to the least senior driver. Employees not able to sign up due to scheduling reasons, may have the Union president sign for them. If, after five days, an employee has not signed up, the supervisor will assign a route to that person. The remaining route after the sign-up process will be filled by the District with a new hire.
4. The District shall rotate temporary route assignments among permanent drivers who apply for such vacancies as they occur. Rotation of temporary routes shall give preference to drivers who do not currently have an activity route.
5. The District retains the right to make the final decision in all transfers.
6. Such decision by the District shall be subject to the grievance procedure.

B. Involuntary

1. When an employee is transferred from one route to another, the

employee will be provided with the reasons for the change and given a chance to discuss the transfer with the immediate supervisor.

2. The District retains the right to make the final decision in all transfers.

STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings of a bus drivers shall be consistent with the terms established in:

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

REDUCTION IN STAFF

A. Layoff Procedures

The employer for any reason may determine that it is necessary to reduce the number of regular routes. If employees must be laid off, the employer shall determine which employees are to be retained, according to the following procedure.

1. The District shall post a seniority list by October 1 with last date of hire as a permanent employee and first day of hire as a substitute.
2. The employees with the least total seniority shall be laid off first. Seniority will be determined by the total number of years of continuous regular bus driving service to the District. In case of ties, the first seniority tie breaker shall be determined by the date the driver began working as a substitute driver for the District, and if a tie still remains the employees shall draw lots to determine the employee who will be laid off.
3. If an opening occurs within one (1) year of the layoff, the employees will be re-employed in the inverse order of layoff.
4. Employees on layoff shall notify the Director of Operations, or his designated representative, of their availability for recall and must keep their addresses and phone numbers known to the employer. Any change of address must be in writing.
5. Laid-off employees must report for work within three (3) days after notice sent by certified or registered mail to the employee's last known address informing him or her to report for work. If an

employee does not report as required under this Section, the employee shall suffer a loss of seniority and the employment relationship may be broken and terminated.

- B. Employees on a temporary leave of absence retain their seniority rights.
- C. This article pertains to morning, evening, and activity routes only. Should a reduction in activity routes be necessary, it shall be in reverse order of length of continuous service driving activity routes.
- D. This article does not restrict the employer's right to assign in any way.

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

- A. Bills covering expenses incurred by the driver while on tour, fan or athletic route (such as bridge toll tickets, etc.) should be attached to a reimbursement form. Reimbursement is made through the Administration Office.
- B. Drivers keeping buses at homes will be paid \$40.00 per year to cover their cost of electricity for plug-in engine warmers.
- C. Drivers who exclusively transport special education students that attend Special Education Classes will receive an additional 10 percent above the base scale.
- D. If an athletic or tour-fan trip has been canceled at the last minute, then the employee shall be paid the minimum rate of the tour-fan route if the employee does not drive his/her regular route. In other cancellations management will make the judgment on a case by case basis for payment purposes.
- E. A bus driver will receive a \$500 bonus for referring a new bus driver, who becomes certified and works for the district. \$250 will be paid after certification and one day of working. The second \$250 will be paid after one calendar year and the new driver is still working for the district.

V. WORKING CONDITIONS AND HOURS OF WORK

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 board 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. Any staff member who violates Policy 403.8 Substance-Free Workplace shall be subject to disciplinary action in accordance with Policy 403.8R1 Substance-Free Workplace Regulations.

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

[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 which 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.

[Board Policy #401.18 - District Staff Acceptable Use 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](#)

VIII. 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 Association 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 Association'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 Association. The grievance form shall be available from the Association representative in each building. Said form shall be signed by the grievance and a representative of the Association. 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 Association.

If the aggrieved person or the Association 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 Association 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 Association 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 Association 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 association 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, the Superintendent and the association 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 Association. 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.

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

X. BUS DRIVER SALARY SCHEDULE

22-23

LANE	1	2	3	4
	Hourly Regular	Hourly Spec Ed	Fan Bus/ Field Trip	Special Ed Field Trip
STEP 1	19.55	21.51	16.51	18.16
STEP 2	19.87	21.86	per hour	per hour
STEP 3	20.16	22.18	two-hour minimum	two-hour minimum

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. 8, 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			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 1st Quarter (42 days) (2-Hr Early Out)
 Nov. 7 Prof. Development Day (No School)
 Nov. 18 End 1st 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 1st 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 2nd Trimester (56 days) (2-Hr Early Out)
 Mar. 13-17 Spring Break (No School)
 Mar. 24 End 3rd 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 3rd Trimester (180 days) End 2nd Semester (180 days) (2-Hr Early Out)

IX. EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

I acknowledge that I have received and read North Scott Community School District’s Employee Handbook for Bus Drivers and understand the provisions contained herein. I understand that the terms described in the Employee Handbook for Bus Drivers.

I further understand that the Employee Handbook for Bus Drivers 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)