



**North Scott Community
School District**

EMPLOYMENT HANDBOOK

for

MID-MANAGEMENT STAFF

2025-2026

July 1, 2025

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I. INTRODUCTION

INTRODUCTORY STATEMENT

This Employee Handbook has been prepared for mid-management 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 mid-management 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 mid-management 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 mid-management 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 mid-management 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 STATUS AND RECORDS

EMPLOYMENT CATEGORIES

A. Covered Positions

Behavior Support Specialist	Maintenance Supervisor
Communications Director	Maintenance Asst-HVAC
Computer Systems Manager	Maintenance Asst-Plumber/Electrician
Custodial Manager	Network Specialist
Day Care Director	Juvenile Court Liaison
Food Service Kitchen Manager	School-to-Work Coordinator
Grounds Supervisor	Transportation Supervisor

DEFINITIONS

- A. 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.
- B. The term “Employee” shall mean those employees specified under covered positions.

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](#)

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 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](#)

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 mid-management 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.

III. 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 mid-management 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.

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

JOB DESCRIPTIONS

The Board of Directors recognizes that it is essential for mid-management 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, mid-management 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

Mid-management staff members are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Further, mid-management 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 mid-management staff members avoid situations in which their personal interests, activities, and Unions may conflict with the interests of the District. If a mid-management 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 mid-management 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](#)

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.

Mid-management 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 Directors 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](#)

HOURS OF WORK

- A. The regular workweek for each full-time employee shall consist of five consecutive days, eight (8) hours each day. Total weekly hours will be 40. 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.
- B. Employees working eight (8) hours or more per day shall be provided a thirty (30) minute duty free lunch period each day without compensation.
- C. Employees working eight (8) hours per day, shall be provided two fifteen (15) minute breaks, normally one in the morning and one in the afternoon.
- D. Part-time employees working continuously three or more hours before noon shall be provided with one scheduled fifteen (15) minute break before noon each working day.
- E. Part time employees working continuously three or more hours after noon shall be provided with one scheduled fifteen (15) minute break after noon each working day.
- F. The scheduling of lunch periods and breaks shall be determined by each employee's immediate supervisor or designee.
- G. All work performed by hourly employees in excess of forty (40) hours per week shall be paid at the rate of time and one-half of the employee's regular straight

time hourly rate. Overtime shall include only that work performed by the employee at the direction of the immediate supervisor.

- H. Compensatory time for hourly employees may be accumulated at time and one-half when agreed to by the employee and immediate supervisor. No use of compensatory time may exceed forty (40) hours in any one-week.

INSURANCE

All regular full-time employees are eligible for the following insurance coverage:

A. **Health Insurance**

Each eligible employee and his or her immediate family members shall be covered by a health and major medical program. Premiums are paid by the district with a \$50.00 per month contribution by the employee for single coverage and a \$170.00 per month contribution for family coverage.

The overall deductible for health and major medical expenses shall be:

- In-network \$1,200/Out-of-network \$1,375 for single coverage
- In-network \$2,375/Out-of-network \$2,750 for family coverage
- 15% coinsurance in-network
- 20% coinsurance out-of-network.

The in-network maximum out-of-pocket expenditures for insureds in a benefit year shall be \$2,875 for single coverage and \$5,750 for family coverage. The out-of-network maximum out-of-pocket expenditures for insureds in a benefit year shall be \$3,000 for single coverage and \$6,000 for family coverage.

Coverage includes:

- Charges for routine well care (including physical examinations) will be paid for each covered employee, covered spouse, and covered dependent. No deductible or co-pay shall apply in connection with the following services:
 - Visits to a physician's office for routine physical exams.
 - X-rays, laboratory tests and other diagnostic procedures rendered in conjunction with routine physical exams.

B. Prescription Drug Card

The co-payment for prescription drugs is 20% to a maximum of \$100 per prescription. The maximum out-of-pocket expenditures for insureds in a benefit year shall be \$2,500 single and \$5,000 family for prescription drugs.

C. Dental Insurance

District shall pay 100% of single coverage OR 100% of family coverage.

D. Optical Insurance

District shall pay 100% of single coverage.

E. Life Insurance

District shall provide \$25,000 in term life insurance, including accidental death and dismemberment coverage.

F. Long Term Disability Insurance

District shall pay for disability coverage of 60% of current wages, after a 90-day waiting period. (Maximum Wage Limit is \$100,000)

G. Flex Plan

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.

VACATION SCHEDULE

Year-round employees (12 month) shall receive 20 days of vacation per year as approved by the Superintendent.

Vacation may be taken any time during the year with the approval of the immediate supervisor and the superintendent.

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

HOLIDAYS

Regular full-time employees are eligible for the following paid holidays:

Labor Day	Floating Winter Holiday
Thanksgiving	<u>Presidents' Day*</u>
Friday after Thanksgiving	Good Friday
Christmas Eve	Floating Spring Holiday
Christmas	Memorial Day
New Year's Eve	July 4th
New Year's Day	

Employees shall be compensated for paid holidays at a rate which is commensurate with their normal workday. *If Presidents' Day is used as a snow make-up day, it becomes an additional Floating Spring Holiday.

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 or 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.

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

All employees shall be granted 15 sick leave days with pay each school year as of the first official day of the fiscal 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.

B. 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.

C. Request for Temporary Leave

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

D. Personal Leave

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

A person wishing to request personal leave may do so by logging into AESOP and entering the necessary information.

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. *Two personal days may be carried over to the next school year, to accumulate to a maximum of four (4) per year.*

E. 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 to attend a funeral at any one time in the event of the death of an employee's aunt, uncle, niece, nephew or cousin, or in the event of the death of a friend or relative outside of the immediate family as outlined above.

When necessary, additional leave days may be applied for under good cause. If such leave is not approved, unpaid leave may be granted.

F. 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.

G. 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.

H. Military

A 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 an equivalent or similar position to what was previously 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.

I. 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.

J. 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. EMPLOYEE PAY AND BENEFITS

WAGES

A. **Annual Contract:**

Each July 1, a memo will be sent updating your new contract for the fiscal year.

B. **Method of Payment:**

Employees shall be paid by the 20th of each month. Paychecks will be paid by direct deposit.

UNIFORMS

Grounds, Custodial, and Maintenance Supervisor will receive up to \$80.00 total per year towards the purchase of uniforms to be purchased from the district's approved uniform supplier.

TRAVEL

Expenses of Traveling Employees

1. 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 only if a school vehicle is not available.
2. Travel to be reimbursed must have prior approval of the supervisor or principal.

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 Family Credit Union. Written authorization must be in the district office the first day of the month to be effective on the 20th of the month payroll.

EVALUATION

The administrative staff shall continuously evaluate the service of the mid-management 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 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) business days of receipt 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.

TERMINATION AND RESIGNATION

Employees may be terminated, provided that the decision is not arbitrary or capricious, or in violation of any applicable law. 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 statutes in regard to Allegations of Student Abuse by School Employees, the Board of Directors have appointed the 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

Nicole Litterer, Administrator
North Scott Administration Office
251 East Iowa Street
Eldridge, IA 52748
(563) 285-3428

Level II

Greybeard Investigations, Inc.
PO Box 315
Milan, IL 61264

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

2025-2026 Pay Schedule
Administrators / Teachers / Mid-Management

Extra Duty Pay Forms Due*	Direct Deposit Effective Date
July 7, 2025	July 18, 2025
August 5, 2025	August 18, 2025
September 5, 2025	September 18, 2025
October 6, 2025	October 17, 2025
November 5, 2025	November 18, 2025
December 5, 2025	December 18, 2025
January 5, 2026	January 16, 2026
February 5, 2026	February 18, 2026
March 5, 2026	March 18, 2026
April 6, 2026	April 17, 2026
May 5, 2026	May 18, 2026
June 5, 2026	June 18, 2026
July 6, 2026	July 17, 2026
August 5, 2026	August 18, 2026

*Extra Duty Timesheets/Forms are due **each month** for time worked during prior month.



NORTH SCOTT Community School District

STUDENT'S FIRST DAY:
August 25, 2025

STUDENT'S LAST DAY:
June 4, 2026

SUMMARY OF CALENDAR

Days in Classroom K-6:

First Trimester	63
Second Trimester	55
Third Trimester	62
Total Days	180
Days in Classroom 7-12:	
First Semester	90
Second Semester	90
Total Days	180

CALENDAR LEGEND:

Student's First Day
Conference Comp
Holidays
Vacation
Professional Development
2-Hour Early Dismissal

HOLIDAYS:

Labor Day (9/1)
Thanksgiving Day (11/27)
New Year's Day (1/1)
Memorial Day (5/25)

2-HR EARLY DISMISSAL:
Every Friday

SNOW MAKE-UP DAYS:

February 16 (If by Jan. 30)
April 20
June 5, 8, 9, 10, 11, 12

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

2025-2026 School Calendar

August 2025							Student Days	
M	T	W	Th	F	S	S		
4	5	6	7	8				
11	12	13	14	15				
18	19	20	21	22				
25	26	27	28	29	5	5		
September 2025								
1	2	3	4	5	4	9		
8	9	10	11	12	5	14		
15	16	17	18	19	5	19		
22	23	24	25	26	5	24		
29	30				2	26		
October 2025								
		1	2	3	3	29		
6	7	8	9	10	5	34		
13	14	15	16	17	5	39		
20	21	22	23	24	4	43		
27	28	29	30	31	5	48		
November 2025								
3	4	5	6	7	5	53		
10	11	12	13	14	5	58		
17	18	19	20	21	5	63		
24	25	26	27	28	2	65		
December 2025								
1	2	3	4	5	5	70		
8	9	10	11	12	5	75		
15	16	17	18	19	5	80		
22	23	24	25	26				
29	30	31						
January 2026								
			1	2				
5	6	7	8	9	5	85		
12	13	14	15	16	5	90		
19	20	21	22	23	4	94		
26	27	28	29	30	5	99		
February 2026								
2	3	4	5	6	5	104		
9	10	11	12	13	5	109		
16	17	18	19	20	4	113		
23	24	25	26	27	5	118		
March 2026								
2	3	4	5	6	5	123		
9	10	11	12	13	5	128		
16	17	18	19	20	0	128		
23	24	25	26	27	5	133		
30	31				2	135		
April 2026								
		1	2	3	3	138		
6	7	8	9	10	5	143		
13	14	15	16	17	5	148		
20	21	22	23	24	4	152		
27	28	29	30		4	156		
May 2026								
				1	1	157		
4	5	6	7	8	5	162		
11	12	13	14	15	5	167		
18	19	20	21	22	5	172		
25	26	27	28	29	4	176		
June 2026								
1	2	3	4	5	4	180		
8	9	10	11	12				

180 Days/1080 Hours Calendar

August 12	New Teacher Orientation
August 13-14	New Teacher Half Days
August 18	NS Teacher Institute (Optional)
August 19	Teacher Work Day
August 20-22	Prof. Development Days
August 25	First Day of School
September 1	Labor Day (No School)
October 13-16	Conference Week
October 17	Conference Comp Day (No School)
October 20	Prof. Development Day (No School)
October 31	End 1st Quarter (48 days) (2-Hr Early Out)
November 21	End 1st Trimester (63 days) (2-Hr Early Out)
November 26	(No School)
November 27-28	Thanksgiving Holiday (No School)
December 22-January 2	Winter Break (No School)
January 16	End 1st Semester (90 days) (2-Hr Early Out)
January 19	Martin Luther King Jr. Prof. Development Day
February 16	President's Day (No School)
	Snow Make-up Day If by Jan. 30
February 27	End 2nd Trimester (55 days) (2-Hr Early Out)
March 16-20	Spring Break (No School)
March 27	End 3rd Quarter (47 days) (2-Hr Early Out)
April 3	Conference Comp Day (No School)
April 20	Prof. Development Day (No School)
	Snow Make-up Day
May 24	Graduation
May 25	Memorial Day (No School)
June 4	End 3rd Trimester (180 days)
	End 2nd Semester (180 days) (2-Hr Early Out)

V. EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

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

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

(Employee Signature)

(Date)