North Scott Community School District

EMPLOYMENT HANDBOOK

for

CHILD CARE STAFF

2026-2027

JULY 1, 2026

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INTRODUCTION

INTRODUCTORY STATEMENT

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

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

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

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

DISCLAIMER STATEMENT

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

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

Board Policy #404–R(1) – Employee Conduct and Appearance - 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.

EMPLOYMENT

DEFINITIONS

1. The term "Employer" shall mean the North Scott Community School District or, when specified herein after its Board of Directors, or other representative or agent.

2. The term "Employee" shall mean those employees specified under covered positions.

STATEMENT OF PROFESSIONAL STANDARDS

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

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

HOURS OF WORK

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

LEAVES

VACATIONS

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

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

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

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

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

HOLIDAYS

Regular employees are eligible for the following ten paid holidays:

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

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

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

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

LEAVES OF ABSENCE

A. Sick Leave

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

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

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

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

B. Voluntary Absence

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

C. Family Sick Leave

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

D. Worker's Compensation

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

E. Request for Temporary Leave

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

F. Personal Leave

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

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

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

G. Bereavement

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

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

immediate household. Up to two (2) of the above days may be allowed for use, non-concurrently, to serve as executor or administrator of the estate for the relative.

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

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

H. Jury Duty

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

I. Unpaid Leave

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

J. Military

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

K. Public Office

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

L. Family Medical Leave

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

EMPLOYMENT PAY & BENEFITS

WAGES

A. Hourly Rate of Pay

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

B. Method of Payment

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

TRAVEL

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

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

ACTIVITY PASS

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

OTHER PAYROLL DEDUCTIONS

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

HEALTH PROVISIONS

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

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

EVALUATION

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

TERMINATION AND RESIGNATION

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

Board Policy #413.06 – Classified Staff Resignation and Retirement
Board Policy #413.04 – Classified Staff Dismissal

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 #401.01 – Equal Employment Opportunity

ALLEGATIONS OF STUDENT ABUSE BY SCHOOL EMPLOYEES

As per the state status in regard to Allegations of Student Abuse by School Employees, the Board of Directors has 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, Director of Curriculum
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

2026-2027 Timecard Due Dates & Payroll Check Dates
For Employees Paid Bi-Weekly

Payroll Check Date	Timecard Approved Date ***(By Noon)***
July 2, 2026	June 29, 2026
July 16, 2026	July 13, 2026
July 30, 2026	July 27, 2026
August 13, 2026	August 10, 2026
August 27, 2026	August 24, 2026
September 10, 2026	September 4, 2026*(By end of day)*
September 24, 2026	September 21, 2026
October 8, 2026	October 5, 2026
October 22, 2026	October 19, 20265
November 5, 2026	November 2, 2026
November 19, 2026	November 16, 2026
December 3, 2026	November 30, 2026
December 17, 2026	December 14, 2026
December 31, 2026	December 28, 2026
January 14, 2027	January 11, 2027
January 28, 2027	January 25, 2027
February 11, 2027	February 8, 2027
February 25, 2027	February 22, 2027
March 11, 2027	March 8, 2027
March 25, 2027	March 22, 2027
April 8, 2027	April 5, 2027
April 22, 2027	April 19, 20267
May 6, 2027	May 3, 2027
May 20, 2027	May 17, 2027
June 3, 2027	May 28, 2027*(By end of day)*
June 17, 2027	June 14, 2027

2026-2027 School Calendar

NORTH SCOTT
Community School District

STUDENT'S FIRST DAY:
August 24, 2026

STUDENT'S LAST DAY:
June 3, 2027

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 (9/7)
Thanksgiving Day (11/26)
Christmas Day (12/25)
New Year's Day (1/1)
Memorial Day (5/31)

2-HR EARLY DISMISSAL:
Every Friday

SNOW MAKE-UP DAYS:
February 15 (If by Jan. 30)
April 19
June 4,7,8,9,10,11

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.

August 2026					Student Days	
M	T	W	Th	F		
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28	5	5
31					1	6
September 2026						
	1	2	3	4	4	10
7	8	9	10	11	4	14
14	15	16	17	18	5	19
21	22	23	24	25	5	24
28	29	30			3	27
October 2026						
			1	2	2	29
5	6	7	8	9	5	34
12	13	14	15	16	5	39
19	20	21	22	23	4	43
26	27	28	29	30	5	48
November 2026						
2	3	4	5	6	5	53
9	10	11	12	13	5	58
16	17	18	19	20	5	63
23	24	25	26	27	2	65
30					1	66
December 2026						
	1	2	3	4	4	70
7	8	9	10	11	5	75
14	15	16	17	18	5	80
21	22	23	24	25	0	80
28	29	30	31		0	80
January 2027						
				1		
4	5	6	7	8	5	85
11	12	13	14	15	5	90
18	19	20	21	22	4	94
25	26	27	28	29	5	99
February 2027						
1	2	3	4	5	5	104
8	9	10	11	12	5	109
15	16	17	18	19	4	113
22	23	24	25	26	5	118
March 2027						
1	2	3	4	5	5	123
8	9	10	11	12	5	128
15	16	17	18	19	0	128
22	23	24	25	26	5	133
29	30	31			3	136
April 2027						
			1	2	2	138
5	6	7	8	9	5	143
12	13	14	15	16	5	148
19	20	21	22	23	5	153
26	27	28	29	30	5	157
May 2027						
3	4	5	6	7	5	162
10	11	12	13	14	5	167
17	18	19	20	21	5	172
24	25	26	27	28	5	177
31						
June 2027						
	1	2	3	4	3	180
7	8	9	10	11		

180 Days/1080 Hours Calendar

August 10	NS Teacher Institute (Optional Prof. Development Day)
August 11	New Teacher Orientation
August 12-13	New Teacher Half-Days
August 17	Teacher Work Day
August 18-20	Prof. Development Days
August 24	First Day of School
September 7	Labor Day *(No School)*
October 12-15	Conference Week
October 16	Conference Comp Day *(No School)*
October 19	Prof. Development Day *(No School)*
October 30	End 1st Quarter (48 days) ***(2-Hr Early Out)***
November 20	End 1st Trimester (63 days) ***(2-Hr Early Out)***
November 25-27	Thanksgiving Holiday *(No School)*
December 21-January 1	Winter Break *(No School)*
January 15	End 1st Semester (90 days) ***(2-Hr Early Out)***
January 18	Martin Luther King Jr. Prof. Development Day *(No School)*
February 15	President's Day (No School) Snow Make-up Day If by Jan. 30
February 26	End 2nd Trimester (55 days) **(2-Hr Early Out)**
March 15-19	Spring Break (No School)
March 25	End 3rd Quarter (47 days) **(2-Hr Early Out)**
March 26	Conference Comp Day (No School)
April 19	Prof. Development Day (No School) Snow Make-up Day
May 30	Graduation
May 31	Memorial Day (No School)
June 3	End 3rd Trimester (180 days) End 2nd Semester (180 days) ***(2-Hr Early Out)***

Appendix A
Daycare Salary Schedule

Step	Aide	Aide w/ CDA or AA Early Ch	Asst Dir/ On Site Dir	BA Asst Dir/ On Site Dir	Student
1	12.88	13.91	14.09	15.06	10.79
2	13.00	14.07	14.26	15.24	10.90
3	13.12	14.23	14.41	15.42	
4	13.33	14.39	14.58	15.62	
5	13.72	14.55	14.91	15.80	
6		14.72	15.08	16.00	
7			15.26	16.21	

EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

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

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

_____

(Employee Signature)

_____

(Date)