

**CHARTER OAK-UTE CSD**

**2023-2024**

**CLASSIFIED STAFF**

**HANDBOOK**

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## **CIVIL RIGHTS -- NOTICE OF NONDISCRIMINATION**

It is the policy of the Charter Oak Ute CSD not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Adam Eggeling, 321 Main Street, 712-678-3325, aeggeling@co-u.net.

The Charter Oak-Ute Community School District offers career and technical programs in the following areas: Agricultural Education, Business Education, Industrial Education and Family and Consumer Sciences Education.

### **SECTION I**

## **NON-LICENSED EMPLOYEES - GENERAL INFORMATION**

### **OUR MISSION --**

The board of education, employees, and volunteers of the Charter Oak Ute CSD shall be responsible for developing the intellectual, physical, emotional, social, and creative skills which will enable students to become productive, caring citizens in an ever changing world.

### **CODE OF CONDUCT:**

As public employees, all employees of the Charter Oak Ute CSD must realize that even the appearance of impropriety is to be avoided. To do otherwise is to invite criticism, or even formal charges, which will negatively affect the pursuit of the school's mission and cause heartache and grief for the employee. Therefore, the following guides for appropriate conduct are to be followed.

\*Gifts: Employees shall not accept gifts, services, or other considerations that might improperly influence the employee in the faithful discharge of duties.

\*Influence: Employees shall not use their positions to obtain or give improper privileges or advantages.

\*Conflict of interest: Employees shall not act on matters in which there is a possible conflict of interest.

\*Privy Information: Employees shall not use information they've gained as part of their jobs for personal advantage if that information is not available to the general public.

\*Confidentiality: Employees must respect the need to keep confidential information confidential.

Employees aware of violations of this rule are to report them to their immediate supervisor or the superintendent of schools. Keeping such allegations confidential is extremely important; therefore, to discuss them with anyone else is inappropriate and to be avoided.

### **ETHICS:**

We are looked upon by the community as highly trained and responsible individuals, and one of the most competent groups within the community. It is our obligation to display appropriate behavior at all times.

The freedom with which some employees communicate confidential school information to friends and acquaintances outside of school reflects on the competence of the individual. Most of the activities that are conducted with employees, administrators, students, and parents should remain completely confidential. It is a gross breach of ethics when confidence is not maintained.

Let us all display a high level of ethics in our conduct with one another and within the community.

**WORK RULES FOR ALL EMPLOYEES:**

Employees shall become familiar with applicable provisions of Board Policy, employees' handbooks and other rules and regulations of the school. Furthermore, all employees shall adhere to the policies, rules and regulations set forth herein and shall be responsible for implementing them insofar as they apply to their assigned duties.

**DRESS CODE:**

It is important that the staff be concerned with their appearance. The impression a staff member gives to the student is long lasting. Students are acutely aware of an adult's dress and mannerisms and it is likely the staff will be remembered long after the details of the subject matter have been forgotten. It is for this reason that all cooks, teachers aides and secretaries should strive to present themselves as a person in the best possible light. The things you stand for and the ideals you represent are very important. It is much easier to maintain the proper professional relationship properly attire is worn. It helps to command respect and helps to establish the right atmosphere for the student-adult relationship.

Because of our belief in the concept of proper dress, blue jeans, or jean like pants, shorts, tee-shirts and other like shirts with advertising, and other like dress shall not be worn by Charter Oak Ute CSD full time cooks, teacher aides and secretaries when carrying out their duties unless permission is otherwise given by the administration.

**SCHOOL BOARD POLICIES:**

School board policies are continually revised and updated by the Board of Directors. A current set of policies is located on the COU school website.

**TORT LIABILITY - "HOLD HARMLESS" IN IOWA:**

Iowa is one of the ten states which have "hold harmless" laws. Except for certain specific exemptions, Chapter 613A of the Iowa Code requires the school board to defend you "against any tort claim or demand, whether groundless or otherwise, arising out of an alleged act or omission occurring within the scope" of your employment or duties.

A tort defined in the law "means every civil wrong which results in wrongful death or injury to person or injury to property or injury to personal or property rights and includes but is not restricted to actions based upon negligence; error or omission; nuisance; breach of duty; whether statutory or other duty or denial of impairment of any right under any constitutional provision, statute or rule of law."

The school board, however, is **not** responsible to "save harmless and indemnify" if "it is determined that the conduct of the officer or employee upon which the tort claim or demand was based constituted a willful and wanton act or omission."

**PHYSICAL EXAMS:**

Except as otherwise provided in the rules of the State Board of Education, each employee is required to file at the beginning of service.

**DRUG FREE WORKPLACE:**

The Charter Oak Ute CSD prohibits possession, use, and distribution of illegal drugs in any District owned or occupied facilities. Employees who are convicted of drug offenses in the workplace shall be immediately suspended. At the next meeting of the Board, the Board shall act on the dismissal of the

employee. Due process shall be accorded the employee. In lieu of dismissal, for the first offense, the Board may require participation in a drug rehabilitation or treatment program. Information about drug and alcohol counseling and rehabilitation and re-entry programs are available to employees in the district's guidance offices. (ref: Policy 403.6)

**TOUCHING:**

In today's society, touching a child, or even another adult, is an act that is easily misinterpreted. Whereas an appropriate and caring touch is something that the child may need and appreciate, it is an act that should be done only upon due consideration of how it may be viewed by the child or others in that particular situation. Whether a potential touch is out of concern, or appreciation, or an act arising as part of an educational activity, you are strongly encouraged to use a great deal of caution in how you touch others in the performance of your duties. The point is that our actions and our motives must always be professional and ethical, both in our intent and in the perception of others.

**OTHER EMPLOYMENT:**

No employee of the district shall engage in any occupation that will interfere with his or her obligations or efficiency in regard to employment with the district.

**HARASSMENT OF STUDENTS OR EMPLOYEES**

It is the policy of the Charter Oak Ute CSD to maintain a learning and working environment that is free from harassment. It shall be a violation of this policy for any employee or student of the Charter Oak Ute CSD to harass another employee or student through conduct of a sexual nature or conduct designed to reduce the dignity of that individual with respect to race, color, creed, religion, national origin, gender, age, disability, marital status, or any other form of harassment. Each school employee shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing harassment within the school setting. Employees who believe they have suffered harassment should follow the procedures in Policy 403.5, which is available in any administrator's office.

**ENDORSEMENTS OF PRODUCTS/SERVICES:**

Employee endorsement of specific products and referrals for services provided by specific people are to be avoided.

**EMPLOYEE CONFLICT OF INTEREST**

Employees' use of their position with the school district for financial gain shall be considered a conflict of interest with their position as employees and may subject employees to disciplinary action.

It shall be the responsibility of each employee to be aware of and take the necessary action to eliminate a potential conflict of interest should it arise.

**CONFIDENTIAL INFORMATION:**

By virtue of your position, you may have either formal or informal access to records and other personal information about students and other employees. **You must not discuss this information with anyone else** without proper authority. Violating this policy can be cause for disciplinary action up to and including dismissal as well as civil suit.

Confidential information such as that concerning individual students, announcements to the teachers, grade books, and similar materials should be kept out of sight of students and others not having a need to know.

**PERSONNEL RECORDS:**

It is important that your personnel records contain accurate, up-to-date information. Notify the superintendent's office of any change in your address, telephone number, marital status or number of dependents. Also report any other changes that may be of significance.

These records are necessary in emergencies, for payroll and tax purposes, and for career advancement. All personnel records are treated in strict confidence.

**COMPLAINTS:**

School employees are expected to handle complaints and all other school matters ethically. All complaints and requests shall be made through appropriate channels. Complaints shall be presented only to the proper authority, *i.e.* the employee involved, the supervisor of the activity or function, the principal, then the superintendent (in that order).

**EMPLOYEE POLITICAL ACTIVITY**

Employees shall not engage in political activity upon property under the jurisdiction of the board. Activities including, but not limited to, posting of political circulars or petitions, the distribution of political circulars or petitions, the collection of or solicitation for campaign funds, solicitation for campaign workers, and the use of students for writing or addressing political materials, or the distribution of such materials to or by students, are specifically prohibiting.

**PUNCTUALITY:**

Be punctual at all times. Continued lateness sets a bad example and could result in disciplinary action up to and including termination.

**USE OF SUPPLIES, EQUIPMENT, OR FACILITIES:**

Loan of supplies or equipment (*e.g.* tools, ladders, typewriters) and use of facilities is governed by school board policy and shall not be done without the approval of the superintendent or principal. Also, school supplies and equipment is not to be removed from school property by employees without prior written permission from the administration or a designee.

**HAZARDOUS CHEMICALS:**

Each employee shall review available information about hazardous substances. For new employees, the information and training shall be included in the orientation. Any employees having contact with a substance which is believed may be hazardous, but for which they have no information, should consult their immediate supervisor.

Personnel who instruct or otherwise work with students shall disseminate information about the hazardous chemicals they will be working with as part of the instructional program and shall disseminate the information when the materials are used in the instructional program. (ref: Policy 403.4)

## **ASBESTOS IDENTIFIED**

Asbestos found in schools can be dealt with safely and responsibly. The EPA states: It is important to note that not all-friable asbestos-containing material need be removed from schools. Once the material has been identified, a program can be implemented to insure that the material is maintained in good condition and that appropriate precautions are followed when the material is disturbed for any reason.

## **RESPONSIBILITY IN CASE OF ACCIDENT / ILLNESS:**

Principals are responsible for safety and the assigning of adequate supervision of playgrounds, corridors, stairways, shops, gymnasium, laboratories, classrooms, etc., and will require assistance from the building employees to achieve it. Likewise, the bus supervisor, bus drivers, and others as assigned are responsible for supervision of the school buses, and the loading and unloading of those buses.

Student or Adult Accidents and Illness Emergencies are to be reported to the respective administrative office immediately. The individual should be sent or taken to the building office if possible and the student's parents, parent's designee, or qualified medical personnel are to be informed of the incident at that time. If possible, authorized school personnel should administer appropriate emergency or minor first aid. An accident report must also be completed by the supervisor and submitted to the respective administrator within 24 hours of any accident (the sooner, the better).

An employee injured on the job to the extent that Workmen's Compensation will be required must also file the appropriate Workmen's Compensation Accident Report form within 24 hours of the accident. Forms are available in the offices.

## **SMOKING:**

Smoking is prohibited on schools grounds, buildings and school vehicles. Under no circumstances are employees of the school district to smoke in the presence of students while they are in their capacity as employees.

## **TELEPHONE USAGE:**

The telephones located in the building are for business and should not be tied up with personal calls. Long-distance personal calls should be avoided when possible, and in no case charged to the district.

## **REQUESTS FOR REIMBURSEMENT:**

All requests for reimbursement for things like mileage and extra-duty pay are to be presented by the first work day of the month following the occurrence.

Vouchers for pay are to be turned in to the administrator in charge of the activity. Travel vouchers for pay are to be turned in to the administrator at the center that you travel to during the day, or if it is on an after hours situation, then under the principal whom you are representing at the time.

## **GRATUITIES TO PERSONNEL:**

No gratuities shall be paid to school personnel by organizations using the facilities. The cost of service personnel furnished by the school will be assessed to the party or parties engaging the use of the facilities. Such costs will be in line with the school's normal operating costs and will be administered in keeping with the general policies governing the use of school facilities.

## **GIFTS TO EMPLOYEES**

Employees may receive a gift on behalf of the school district. Employees will not, either directly or indirectly, solicit, accept or receive any gift, series of gifts or an honorarium unless the donor does not meet the definition of "restricted donor" stated below or the gift or honorarium does not meet the definition of gift or honorarium stated below.

A "restricted donor" is defined as a person or other entity which:

- Is seeking to be, or is a party to, any one or any combination of sales, purchases, leases or contracts to, from or with the school district;
- Will be directly and substantially affected financially by the performance or nonperformance of the employee's official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or
- Is a lobbyist or a client of a lobbyist with respect to matters within the school district's jurisdiction.

A "gift" is the giving of anything of value in return for which something of equal or greater value is not given or received. However, "gift" does not include any of the following:

- Contributions to a candidate or a candidate's committee;
- Information material relevant to an employee's official function, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written, audio or visual format;
- Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;
- An inheritance;
- Anything available or distributed to the general public free of charge without regard to the official status of the employee;
- Items received from a charitable, professional, educational or business organization to which the employee belongs as a dues paying member if the items are given to all members of the organization without regard to an individual member's status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received;
- Actual expenses of an employee for food, beverages, travel and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities;
- Plaques or items of negligible resale value given as recognition for public service;

## **AUTO INSURANCE PROTECTION FOR EMPLOYEES:**

Any officer, employee, or agent of the school with respect to a privately owned or school automobile operated by such officer, employee, or agent, is covered by the school's insurance, but only while such automobile is being used for school business.

It is understood that such officer, employee, or agent is insured only while acting within the scope of his or her employment or duties and only when the use of such automobile has been authorized in writing by a responsible official of the school.

It is also understood that the use of such automobile in driving to or from work or other personal use is not included within the scope of the coverage afforded by this endorsement.

This insurance is intended for certain defined business exposures and should not replace or substitute for necessary private passenger auto exposures.

Vehicles parked on school property are the responsibility of the owners. The school does not accept responsibility for damages that may occur.



## **LIABILITY INSURANCE COVERAGE FOR EMPLOYEES:**

Employees are covered for liability exposures by the school district's commercial general liability insurance package. In addition, the district's commercial umbrella liability insurance provides coverage, which takes up where the general liability coverage stops. Specifics are available in the policy, which is available for review in the business office.

## **BLOOD SPILLS - prevent contact with someone else's blood:**

A team of employees shall be assigned in each school to deal with blood spill situations. All employees will be notified who these people are and should contact one of them immediately in case of a blood spill. If in doubt about who to contact, notify the principal's office, immediately. Employees not assigned to the blood spill team may also assist voluntarily in blood spill situations under the "good Samaritan" laws. However, it is required that anyone dealing with a blood spill follow **Universal Precautions**. A listing of the universal precautions follows in this manual.

All blood spill exposures are to be reported to the principal/supervisor on the prescribed form as required by law. An exposure is when you are contaminated with another person's blood.

## **UNIVERSAL PRECAUTIONS IN SCHOOLS FOR INFECTION CONTROL**

Universal precautions (UP) are intended to prevent transmission of infection, as well as decrease the risk of exposure for school personnel and students. It is not currently possible to identify all infected individuals, thus precautions must be used with every individual. UP pertains to blood and other potentially infectious materials (OPIM) containing blood. These precautions do not apply to other body fluids and wastes (OBFW) such as saliva, sputum, feces, tears, nasal secretions, vomits and urine unless blood is visible in the material. However, these OBFM can be sources of other infections and should be handled as if they are infectious. The single most important step in preventing exposure to and transmission of any infection is anticipating potential contact with infectious materials in routine as well as emergency situations. Based on any type of possible contact, school personnel and students should be prepared to use the appropriate precautions prior to the contact. Diligent and proper hand washing, the use of barriers, appropriate disposal of waste products and needles, and proper decontamination of spills are essential techniques of infection control. Universal precautions are to be followed in each blood spill situation and a member of the school emergency response team is to be summoned. Using common sense in the application of these measures will enhance protection of school personnel and students.

### **Hand Washing**

Proper hand washing is crucial to preventing the spread of infection. Textured jewelry on the hands or wrists should be removed prior to washing and kept off until completion of the procedure and hands are rewashed. Use of running water, lathering with soap and using friction to clean all hand surfaces is key. Rinse well with running water and dry hands with paper towels.

\*Hands should be washed before physical contact with individuals and after contact is completed.

\*Hand should be washed after contact with any used equipment.

\*If hands (or other skin) come into contact with blood or body fluids wash immediately before touching anything else.

\*Hands should be washed whether gloves are worn or not and after gloves are removed.

### **Barriers**

Barriers anticipated to be used at school include distance (do not touch, if possible), disposable gloves, absorbent materials and resuscitation devices. Their use is intended to reduce the risk of contact with blood and body fluids as well as to control the spread of infectious agents from individual to individual. Gloves should be worn when in contact with blood, OPIM or OBFM. Gloves should be removed without touching the outside and disposed of after each use.

### **Clean-Up**

Spills of blood and OPIM should be cleaned up immediately.

\*Wear gloves.

\*Clean up the spill with paper towels or other absorbent material.

\*Use a solution of one part household bleach to one hundred parts of water (1:100) or other EPA approved disinfectant to wash the area well.

\*Dispose of gloves, soiled towels and other waste in a plastic bag.

\*Clean and disinfect reusable supplies and equipment.

### **Disposal of Waste**

Blood, OPIM, OBFM, used gloves, barriers and absorbent materials should be placed in a plastic bag and disposed of in the usual procedure. When the blood or OPIM is capable of releasing the substance if compressed, special disposal as regulated waste is required. This type of regulated waste is to be disposed of in the marked red plastic bag located in a designated spot in each school. It is anticipated schools would only have regulated waste in the case of a severe incident. Needles, syringes and other sharp disposable objects should be placed in special puncture-proof containers and disposed of as regulated waste. A band-aid, towel, sanitary napkin or other absorbed waste that does not have the potential of releasing the waste if compressed would not be considered regulated waste. Bodily wastes such as urine, vomitus or feces should be disposed of in the sanitary sewer system.

### **Laundry**

Laundry with blood or OPIM is handled as little as possible with a minimum of agitation. It is bagged at the location. If it has the potential of releasing the substance when compacted, regulated waste guidelines should be followed. School personnel who have contact with this laundry should wear protective barriers.

### **Exposure**

An exposure incident to blood or OPIM through contact with broken skin, mucous membrane or by needle or sharp stick requires immediate washing, reporting and follow-up.

\*Always wash the exposed area immediately with soap and water.

\*If a mucous membrane splash (eye or mouth) or exposure of broken skin occurs, irrigate or wash the area thoroughly.

\*If a cut or needle stick injury occurs, wash the area thoroughly with soap and water.

The exposure is reported immediately, the parent or guardian is notified, and the person exposed contacts a physician for further health care.

## **EMPLOYMENT OF FLSA NON-EXEMPT PERSONNEL**

All support, classified or non-licensed personnel regarded under the Fair Labor Standards Act (FLSA) as "non-exempt" employees shall be employed on an at-will basis. Employment for these personnel shall be for an indefinite period of time and may be terminated upon two weeks written notice by either the employee or the Board for any reason except those prohibited by law, or immediately for cause.

Employees whose jobs can be defined with a continuing daily beginning and ending time shall be paid an hourly rate; any work over forty (40) hours in one week shall be compensated at one-and-one-half the hourly rate. Employees whose daily work hours vary throughout the year shall be paid on a weekly basis; any work over forty (40) hours in one week shall be compensated by the FLSA approved half-time premium method.

Upon employment, these personnel shall be given written notification of work hours, rate of pay, description of benefits and job description/work rules. They shall also be notified of any changes in these items as they occur

## **WORK TIME RECORD KEEPING**

The Fair Labor Standards Act (FLSA) requires records to be kept reflecting the hours each non-exempt employee works. It also has very specific rules regulating for what employees are to be paid. The following requirements and procedures have been listed to assure affected employees know what is expected of them:

- A. You are required to punch a time clock to record your work time.
- B. All work associated with your regular assignment is to be recorded on the time clock, whether it is during regular time or outside your regular time. Remember, you must have prior administrative approval to work outside your regularly assigned work hours. When you do work outside your regular work hours, you must give a short but specific reason why to your supervisor.
- C. When you do "extra duty" work not directly associated with your regular assignment, you will need to clock in on the time clock. This applies to such things as working for pay by ticket taking, working at the concession stand, etc. (not volunteer work).
- D. If you are assigned a 30-minute or a one-hour duty free lunch break, you are required to check out and to check back in on the time clock software. You must also be careful that the total length of the lunch break is no more than 2 minutes (or 0.03 hours) longer or shorter than the assigned time. For example,

if a 30 minute lunch break is assigned, the time card should reflect a time of between 28 and 32 minutes (ie between 0.47 and 0.53 hours); if a one hour lunch break is assigned, the time shown should be between 58 and 62 minutes (ie between 0.97 and 1.03 hours). Shorter or longer breaks are not acceptable.

- E. CAUTION - Since the school district can be assessed fines and fees for failing to comply with FLSA requirements, employees who do not comply with these regulations will be subject to disciplinary action. Disciplinary action may include reprimand, dock in pay, suspension without pay, and/or termination of employment.

### **HOURLY PAY EMPLOYEES' INSERVICE MEETINGS - TIME CARD & PAY**

When assigned inservice meetings occur during regular assigned work times, the time clock process is completed by the employee as usual, and the employee is paid as usual. When the assigned inservice occurs at a time when the employee would not be working if it weren't for the inservice, the employee is compensated for the time spent as a participant in the inservice activities. The following comments are meant to answer specific questions in this regard:

1. Employees will be paid for the time they are required to be in attendance at inservice meetings.
2. If the meeting is not at the school and the employee was not required to work before going to the meeting, the employee is to write the meeting times down on the monthly payroll detail sheet or notify the business office when he or she goes back to the building to work. Travel time does not qualify for pay except for the assigned driver.
3. If the employee was assigned to work before going to the meeting, the employee punches in on the time clock when coming to work, as usual.
4. If travel is necessary to get to the inservice meetings, school transportation will be provided if the employee wants to take advantage of it. The employee assigned to drive the school vehicle will be compensated for the time spent driving.

### **SPECIAL TRIPS TO WORK SITE FOR HOURLY PAID EMPLOYEES:**

When an employee has to come to school for any work related reason outside of regular work hours, if the pay calculated under the normal work rules for that time is less than the amount the employee is normally paid for one half hour regular work, the employee shall be paid the greater amount.

### **LEAVE IMPLEMENTATION FOR EMPLOYEES**

#### I. Definition - Sick Leave Accumulation:

A full day of sick leave is defined based on the length of the workday assigned to the individual at the time he or she utilizes the leave.

B. Sick leave maybe taken in ½ day increments or full day increments. Anything less than these amounts will no pay or you may clock in and out for these hours.

c. Under no circumstances will the total accumulated number of sick leave days for an individual be granted or utilized in excess of the cumulative maximum number of leave days in a given year as stated in School Board Policy.

#### II. Absence Form:

Employees must complete and return the required form in order to receive pay for any leave.

III. Employees absent from work for reasons that are not approved by the appropriate administrator are subject to disciplinary action.

NOTE: overtime pay applies to time actually worked; paid leave cannot be used to qualify for overtime pay.

### **EFFECTIVE DATE OF SUPPORT STAFF RESIGNATIONS**

The effective date of resignation of a support staff employee shall be the date the resignation is received and accepted by the superintendent.

### **DISCIPLINE/DISCHARGE OF NON-LICENSED EMPLOYEES**

The Superintendent may discipline a non-licensed (support staff or classified) employee up to and including discharge.

### **NON-LICENSED EMPLOYEE DISMISSAL**

The board believes non-licensed (ie support staff and classified) employees should perform their jobs, respect board policy and obey the law. A non-licensed employee may be dismissed upon two weeks notice, or immediately for cause.

A support staff employee may be dismissed for any reason.

### **WORKER'S COMPENSATION**

If an employee is eligible to receive Workers' Compensation benefits, his/her sick leave shall be reduced in proportion to the amount of payment received relative to his full pay. If the employee is informed of and elects to receive full pay, then a full day of sick leave shall be deducted for each day of absence.

### **EMPLOYEE TAX SHELTERED PROGRAMS**

The board authorizes the administration to make a payroll deduction for employees' tax sheltered annuity premiums purchased from any approved vendors on the State of Iowa DAS plan that the district participates in.

Employees wishing to have payroll deductions for tax sheltered annuities shall make a written request to the superintendent on the form designed by the administration for that purpose.

### **FAMILY AND MEDICAL LEAVE**

Notwithstanding other unpaid leave which may be granted, an employee who has been employed for at least 12 months and for at least 1250 hours of service during the previous 12 month period may be granted unpaid leave for certain family and medical reasons as defined in the accompanying regulation. Employees eligible for family and medical leave must comply with the family and medical leave regulations prior to starting family and medical leave.

A total of 12 workweeks of leave during any 12-month period may be granted under this policy. Such leave must be taken on a sustained or uninterrupted basis, except that intermittent leave may be taken for serious health care of the employee, child, spouse or parent.

The employee shall use all available paid, sick, vacation and personal leave time to which he or she is entitled, prior to commencement of unpaid leave. The employee shall provide as much prior notice as possible; a minimum of 30 days advance notice is required when the leave is foreseeable.

The employee will be allowed to return to the same job or an equivalent position with equivalent pay and benefits. Previously accrued benefits will not be forfeited; however, additional benefits or seniority will not accrue during the absence.

Available group insurance benefits will be continued during an approved absence, provided the employee continues to remit his or her share of the premium if applicable.

Medical certification of a serious medical condition of the employee, spouse, parent or child shall be required, and a second opinion may be requested by the school at the school's expense.

## **STAFF CONDUCT**

Clearly defined procedures concerning disciplinary action are a mutual goal of the Board and all employees of the District. It is, therefore, essential that the administration deal consistently with employees who require discipline due to inappropriate action on their part which relates to their work assignment. All incidents calling for disciplinary action shall require a proper investigation, including due process for the employee. The following shall be considered District procedure for conducting disciplinary action concerning personnel:

Significant work deficiencies shall be handled by one of the following:

1. Counseling Session
  - a. Discuss with the employee the policy or rule violated, the date, and the time
  - b. Make recommendations for correction
  - c. Allow reasonable amount of time for correction
  - d. Provide assistance for correction of the deficiency
  - e. Document the session and keep record in the supervisor's office
2. Verbal Reprimand (Witnessed)
  - a. Make a written record of policy or rule violated and the date, time, and action taken
  - b. Make recommendations for correction
  - c. Allow a reasonable amount of time for correction
  - d. Provide assistance for correction of the deficiency
  - e. Copies of the documentation shall be given to the employee and placed in the employee's official District personnel file
3. Written Disciplinary Action Report
  - a. Make a written record of the policy or rule violated, and the date, time, and action taken
  - b. Indicate how the policy or rule was violated
  - c. Indicate what action was taken
  - d. Indicate what penalty was
  - e. Remind the employee that future violations on his/her part shall bring further disciplinary action and/or dismissal
  - f. Copies of the documentation shall be given to the employee and placed in the employee's official District personnel file
4. Employees who receive three disciplinary action reports and/or commit a-Class III offense shall be considered for dismissal
  - a. Supervisors shall advise the superintendent when any employee receives the third disciplinary action report
  - b. The superintendent and the supervisor shall meet and review the situation
  - c. Dismissal recommendations, if warranted, shall be made by the superintendent
  - d. The employee shall be notified of the decision by the executive director of staff relations or his/her designee
  - e. The superintendent shall take steps, if warranted, requesting Board approval of dismissal action

5. The administration reserves the right to waive or eliminate any of the above procedures if, In the judgment of administration, the severity of the violation warrants such action.
6. The administration reserves the right to suspend employees who are involved in policy or rule violations, with or without pay, pending the outcome of an investigation.

### **DISCIPLINE, SUSPENSION AND DISMISSAL OF STAFF**

Violations of District policies or rules by a staff member may result in suspension or dismissal. The Board delegates to the Superintendent the authority to dismiss personnel. The Superintendent may delegate this authority to other appropriate personnel. All dismissals of employees shall be reported to the Board at its next regular meeting.

The Superintendent or designee also may suspend employees from their assignments for good cause as a disciplinary measure. Classified employees generally shall be given notice of their dismissal two weeks prior to the effective date. If an employee is dismissed as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the Superintendent is delegated the responsibility for immediately notifying the Iowa Department of Education and for providing any information requested by the Department concerning the circumstances of the dismissal.

The dismissal of staff members as a disciplinary matter is separate and distinct from decisions the Board of Education makes as needed about employment or continued employment of staff members.

### **DISCIPLINE, SUSPENSION AND DISMISSAL OF STAFF**

Inasmuch as it is impossible to list a set of rules that will cover every circumstance, management reserves the right to identify unlisted offenses as they become evident, make determinations as to the severity of offense, waive progressive disciplinary steps, and determine commensurate disciplinary penalties when appropriate.

The following rules and corresponding disciplinary actions are listed in ascending order of severity and constitute examples of infractions detrimental to the goals of the District.

#### **Class I Offense**

1. leaving a duty assignment, except in the case of personal injury or with prior approval of the supervisor
2. excessive absenteeism or tardiness
3. failure to properly report absences from duty by established procedure
4. violation of fire and safety rules including smoking in prohibited areas
5. unsatisfactory work performance either in quality or quantity
6. misusing duty time, particularly for personal business
7. unauthorized use of District materials, equipment, or facilities
8. permitting family or friends on the work site unnecessarily during duty time
9. failure to follow building policies, complete reports or other assigned duties
10. dress code violation

#### **Class II Offenses**

1. sleeping, lying down, or participating in recreational activities during duty hours
2. misusing or damaging District property or equipment intentionally
3. unauthorized disposal of District property
4. using threatening or abusive language with students, patrons, or staff
5. engaging in verbal or physical altercations among staff, students, or patrons
6. abusing leave policies
7. divulging confidential information
8. not reporting of post-employment arrests and convictions

9. dishonesty
10. breach of confidentiality

### **Class III Offenses**

1. Insubordination - failure or refusal to accept or perform job assignments as directed by the supervisors
2. theft or fraud
3. committing physical violence upon another person on District property
4. using, possessing, or being under the influence of drugs or alcoholic beverages on duty time
5. job abandonment
6. Immoral or Indecent acts
7. possession of weapons on District property
8. gross misconduct - evident, obvious, intentional violations of work rules, laws, or behavioral standards

### **Progressive Disciplinary Penalties Guidelines**

1. Class I Offense
  - a. 1st offense - written reprimand
  - b. 2nd offense - three day suspension without pay
  - c. 3rd offense - five-day suspension without pay; dismissal hearing to be held
2. Class II Offense
  - a. 1st offense - three-day suspension without pay
  - b. 2nd offense - five-day suspension without pay
  - c. 3rd offense - may range from five or more days suspension without pay to recommendation for dismissal
3. Class III Offense - may range from five or more days suspension without pay to recommendation for dismissal

### **DUE PROCESS**

The supervisor shall apply, but is not limited to, the following guidelines in determining that due process is followed:

1. **Employee Awareness** — did the employee have the opportunity to be aware of a violation of Board policy, administrative rule, or employee contract?
2. **Fact** — did the incident occur?
3. **Adverse** — how did or could the incident adversely affect the operation of the school and/or District?
4. **Penalty** — was the penalty appropriate for the violation and have similar violations under similar circumstances been consistently applied?
5. **Timelines** — was the employee allowed sufficient time to make improvement?
6. **Consistency** — is the supervisor consistent in dealing with the violation? If not, why not?

## SECTION II

### CLASSIFIED EMPLOYEES

#### VACATIONS OF CLASSIFIED PERSONNEL

Each employee who is hired on a 12-month basis and who has been continuously employed by the school district for one (1) year shall be entitled to a one-week vacation with pay. Employees hired on a 12-month basis and who have been continuously employed by the school district for two (2) through nine (9) years shall be entitled to a two-week vacation with pay. Employees hired on a 12-month basis and who have been continuously employed by the school district for ten (10) years or more shall receive an additional day of vacation with pay each year starting with the tenth year until a maximum of 15 days is accumulated.

Vacation pay will be computed on the basis of forty (40) hours per week at the employer's rate effective for this employee on the date of their vacation. The school district reserves the right to determine the dates of each employee's annual vacation. It will give consideration to the employee's desire as much as possible. Preference for vacation time will be given to employees with greater length of service.

Vacations must be used during the calendar year (July 1-July 30) in which it is earned with the exception that up to the days of vacation may be carried over into the new calendar year. These days must be used during July and/or August and must have been pre-approved by the Superintendent. Vacation days do not accumulate from year to year.

Employees maybe able to take up to five (5) days of vacation during the school year with the rest being used during times when school is not in session. All vacation needs to be approved by the Superintendent.

#### PAID HOLIDAYS FOR CLASSIFIED PERSONNEL

Classified employees shall be allowed paid holidays as follows for those employees whose assignments take them through these holidays. The respective paid holidays are:

Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day  
New Years Day  
President's Day  
Good Friday  
Memorial Day

12 month classified employees (Custodians, Secretaries and Head Cook) are entitled to two extra days of paid time off over the holidays. These two days maybe taken at Thanksgiving, Christmas or New Years break.

Should extenuating circumstances, as determined by the administration, require an employee to work on a day designated as a paid holiday, a regular workday during which no classes are held shall be substituted for the lost holiday. The specific day substituted, shall be mutually agreed upon by the employee affected and the respective building administrator.



## CLASSIFIED EMPLOYEE LEAVES OF ABSENCE

### A. Sick Leave

1. Sick leave for personal illness or disability of a regularly assigned employee working twenty (20) hours or more per week during the school year shall be credited annually to employees who report for duty on the following basis:

First year	11 days
Second year	12 days
Third year	13 days
Fourth year	14 days
Fifth year	15 days
Sixth & subsequent years	16 days

2. The above amounts shall apply only to consecutive years of employment in the Charter Oak Ute CSD
3. Unused leave shall be cumulative from year to year to a maximum of one hundred fifteen (120) days.
4. The administration may require a doctor's written statement or other evidence confirming the necessity for such leave.
5. Employees' unused personal and unused sick leave days will be printed on the monthly paycheck stub.
6. Sick leave/personal leave may be used in minimum of ½ day increments.
7. Yearly sick leave amounts can be used for either family or individual illness. Accumulated sick leave can only be used for individual employee use. Family is defined for these purposes as; Spouse, child, parent, parent in-law or any other immediate member of the household.

- B. Bereavement Leave Up to ten (10) days of leave may be granted at any one time in the event of the death of the teacher's spouse or child. Up to five (5) days may be granted at any one time in the event of the death of any member of the teacher's immediate family. However, immediate family is limited to the following: parent, parent-in-law, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, grandchildren or any other member of the employee's immediate household actually residing with the employee. Up to two (2) days of leave may be granted in the event of a death of aunts, uncles, nieces, nephews, grandparents, and those of spouse. Days may be taken non-consecutively but must be taken within a two week period.

### C. Personal Leave

Each employee shall be granted two (2) days of paid personal leave without exclusions in not less than one half (1/2) day increments. **No more than a total of three (3) personal days may be accumulated in any school year.** One day of unused personal leave may be carried over to accumulate to three personal days for the next year. (*Note* - part time employees shall receive a pro-rated portion of the days in this section using a forty (40) hour week as full time)

This leave is not cumulative and may not be taken at any time that would disrupt the normal operation of the school. Employees shall notify the Superintendent or his designee at least three (3) work days in advance of the need for taking such leave except in cases of emergency, and shall request such leave on an appropriate form.

### D. Jury Duty Leave

An employee called for jury duty shall continue to receive salary compensation for the period of such absence, less the amount of compensation received for such service. The employee must notify the Superintendent or his designee within two (2) working days following the date of receipt of notice of such service.

### E. Inservice Training

Employees may be granted inservice training leave with pay at the sole discretion of the Superintendent or his designee. If the employee is requesting the Board to pay any fees or reimburse any expenses related to the use of this leave, such request shall be submitted to the administration in advance of the leave for approval or rejection.

- F. Paid Leave  
An employee called on an EMC call shall continue to receive salary compensation for the period of such absence.
- G. Unpaid Leave  
Unpaid leave may be granted by the Superintendent.
- H. Report Form  
Employees must complete and return the required form in order to receive pay for any leave.
- I. Extended  
Employees may request an extended leave of absence with or without pay by submitting a timely written request to the Board.
- J. Definition of Day  
Day is defined as the length of the work day as assigned an employee at the time of utilization of such leave.

### **INSURANCE FOR CLASSIFIED PERSONNEL**

It is the policy of the Board that various forms of insurance are included in the compensation provisions for classified staff as authorized by law. The Board shall select the types of insurance and the insurance company(ies) from which the insurance program is purchased. Participation in and benefits of specific insurance coverage will be restricted by the terms and conditions of the insurance program as well as by school board policy.

#### **Group Health Insurance**

All full-time members of the classified staff are eligible to participate in the group health insurance program, which includes hospitalization and major medical coverage. The district will pay up to an amount established annually toward the cost of the monthly premium for each participating full-time employee (i.e. employee assigned a minimum of forty hours per week during the school year). The employee also has the option of participating in the family health care insurance plan if he or she is participating in the single coverage program; however, such coverage is at the employee's expense.

Regular part-time employees who, prior to September 17, 1991, were assigned to work at least 30 per week during the school year, and continue to be so, will be entitled to participate in the hospital and major medical program with the district paying a proportional part of the premium referred to above. Other part-time employees who are regularly assigned to work at least 30 hours per week during the school year may participate in the single, or single with family, health insurance program at their own expense; that is, the school will not contribute to their premium cost.

Qualifying employees may authorize the district to deduct the difference, if any, between the district paid portion of the insurance premium, if any, and the full premium from their pay. Employees who are not regularly assigned to work at least 30 hours per week during the school year do not qualify to participate in the group health insurance program.

#### **Group Life Insurance**

Employees who are regularly assigned to work at least 30 hours per week during the school year are covered by the district's group life insurance plan upon completion of the appropriate forms.

### **CLASSIFIED EMPLOYEE PAY/SALARY INCREASES**

Rates of pay/salaries for classified employees will be reviewed on an annual basis. All pay/salary increases awarded shall take effect for work performed on or after July 1 of the following work year unless otherwise specified.

**REDUCTION OF CLASSIFIED STAFF**

It is the prerogative of the Board of Education to determine the necessity for reduction of classified staff as well as the program, levels, and areas in which any such reductions will occur.

At the sole discretion of the Board, the employees retained shall be based on qualifications, ability, and effectiveness. Seniority will only be considered in the event of equal qualifications, ability, and effectiveness.

# Charter Oak-Ute CSD

## Bus Driver Pay Schedules

1. The regular route amount is set annually by the Board of Directors. Regular route pay for the 2023-2024 school year is \$45.75 per route.
2. A.M. Shuttle trip with-in district - \$15.00
3. P.M. Shuttle Trip with-in district - \$36.00
4. Shuttle trips (am and pm) between Charter Oak and Mapleton - \$36.00
5. Shuttle trips after 8:00 P.M. between Charter Oak and Mapleton - \$50.00
6. Activity Trips - \$15.00 per hour
7. Drug Testing - \$15.00 per instance
8. Special Education Routes to Council Bluffs or Sioux City - \$56.86
9. AM and PM High School shuttle to and from school will be paid an extra \$15.00 per trip.

## Shared Driving between Charter Oak Ute CSD and MVAO

1. Drivers will be paid according to Charter Oak Ute CSD's pay schedule if Charter Oak Ute CSD has consented to provide the driver to take students from our district and MVAO's to transport students to activities.
2. Drivers will be paid by MVAO if they are substituting for a MVAO driver or filling a need that MVAO has for activity trips.

## NOTICE OF NONDISCRIMINATION

It is the policy of the Charter Oak-Ute Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status, sexual orientation, gender identity and socioeconomic status in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have any questions or a grievance related to this policy, please contact the district's equity coordinator. Cathy Carstens, Equity Coordinator, 321 Main Street, Charter Oak, Iowa 51439, 712-678-3325 or e-mail: [ccarstens@charter-oak-ute.k12.ia.us](mailto:ccarstens@charter-oak-ute.k12.ia.us)

Applicants for admission and employment, students, parents, employees, source of referral of applications for admission and employment, and all unions or professional organizations holding negotiated agreements or professional agreements with the school districts are hereby notified that the district does not discriminate on the basis of **any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.**

in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the COU School District's compliance with the regulations implementing Title VI, Title IX, Americans with Disabilities Act or Section 504, 104.8, 106.9, Office for Civil Rights Guidelines, IV O, Iowa Administrative Code, 287.12 (8), 95.3, 05.4 (1) & 95.6 is directed to contact: **the district's equity coordinator. Cathy Carstens, Equity Coordinator, 321 Main Street, Charter Oak, Iowa 51439, Phone # 712-678-3325 or e-mail: [ccarstens@charter-oak-ute.k12.ia.us](mailto:ccarstens@charter-oak-ute.k12.ia.us)**

### TITLE IX – MULTICULTURAL NONSEXIST HANDICAP

It is the policy of the Charter Oak-Ute Community School District not to discriminate on the basis of sex, race, national origin, creed, educational programs, activities, or employment as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum content and instructional materials reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping to eliminate bias on **any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status**, and respect and appreciation for the cultural diversity found in our 'Main Street' county and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Inquiries regarding compliance with Title IX, Title VI or Section 504 may be directed to:

Adam Eggeling, Superintendent  
Charter Oak-Ute Community Schools  
321 Main Street  
Charter Oak IA 51439  
(712) 678-3325 or (712) 885-2261  
or  
Director of the Iowa Civil Rights Commission  
Des Moines IA  
or  
Director of the Region VII  
Office of Civil Rights  
Department of Education  
Kansas City MO

## Notice of Discrimination

Students, parents, employees and others doing business with or performing services for the Charter Oak-Ute Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, sex, marital status, sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, sex, sexual orientation, gender identity or disability in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or *Iowa Code* § 280.3 is directed to contact:

(Title) Superintendent

(where located) Charter Oak-Ute Community Schools 321 Main Charter Oak, Iowa 51439

(telephone number) 712-678-3325

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and *Iowa Code* § 280.3.

GRIEVANCE FORM FOR COMPLAINTS OF DISCRIMINATION  
OR NON-COMPLIANCE WITH FEDERAL OR STATE REGULATIONS  
REQUIRING NON-DISCRIMINATION

I, \_\_\_\_\_, am filing this grievance because

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(Attach additional sheets if necessary)

Describe incident or occurrence as accurately as possible:

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(Attach additional sheets if necessary)

Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

If student, name \_\_\_\_\_ Grade Level \_\_\_\_\_

Attendance center \_\_\_\_\_