

North Iowa Community Schools



Employee Manual 2024-2025

www.northiowa.org

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Linking Students With Success

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1. INTRODUCTION

This manual contains only general information and is provided as a guide. It is not intended to be a contract or any part of a contractual agreement between NICS and the employee. NICS reserves the right to modify, delete, or add to any processes, procedures, or statements made in this manual. Edits will be made annually and periodically, if needed. Some of the subjects described here are covered in detail in other official district documents or may be referenced in this manual. Please refer to other documents for more specific information. Certified Staff specifically needs to refer to the NIEA Master Contract as this contract would supersede any contradictory information included in this manual.

Many of the forms, policies and manuals are available on the district's website.

The manual is effective immediately upon issuance and receipt, and supersedes all previous instructions or directives concerning business procedures within the district.

1.1 LABOR MANAGEMENT COMMITTEE

The Association and District will form a joint Labor Management Committee (LMC) whose purpose shall be to review and make recommendations to the Board regarding conditions of employment contained in the Employee Manual. The Board shall approve the Employee Manual on an annual basis. Employees will have the opportunity to review the Manual prior to being asked to sign individual contracts for the successor school year.

The LMC will have equal representation with the District and the Association each selecting its own representatives. On/Before July 15th of each year, the LMC shall make recommendations to the Board regarding the content of the Manual.

Equal Opportunity Employment/Affirmative Action

NICS District is an equal employment opportunity and affirmative action employer. The district does not 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.

Notice of Nondiscrimination

It is the policy of the North Iowa Community School District 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 the district's Equity Coordinator: Joann Kenny, Principal, 111 3rd Ave NW, Buffalo Center, Iowa, 641-562-2525, joann.kenny@northiowa.org.

2. BOARD OF DIRECTORS

NICS District is governed by a seven-member citizen board representing 5 director districts in the North Iowa area. Each Board member is elected by the public citizens in our district.

The Board of Directors is responsible for approving the district's budget. The Board also is charged with hiring a chief administrator and establishing educational policy which supports and supplements requirements of the Iowa Department of Education.

Current NICS District Directors are:

Alicia Brass	District #4	Term Expires: 2027
Robin Kettwick	District #2	Term Expires: 2027
Jared Viergutz	At-Large	Term Expires: 2025
Matt Duve	District #5	Term Expires: 2027
Cody Wirtjes	District #1	Term Expires: 2025
Rachel Wubben	At Large	Term Expires: 2025
Brian Plath	District #3	Term Expires: 2025

2.1 BOARD POLICIES

The Board of Directors has adopted and regularly updates its policies governing the operation of the district. A number of these policies directly affect employees; and it is, therefore, important all staff members be aware of them. A Board Policy Manual is maintained in the Business Office.

2.2 PUBLIC PARTICIPATION IN BOARD MEETINGS

Members of the public are invited to participate in meetings of the Board of Directors during a public forum at each meeting. Citizens who would like to place an item on the board agenda must notify the Chief Administrator or Board president at least a week in advance of the meeting.

3. SALARY & BENEFITS INFORMATION

When you are hired, your first stop will be in the Business Office, where you will be provided with all of the payroll forms, insurance forms, W-4, IPERS forms, Mandatory Reporting & Blood borne Pathogens information, etc., as a new staff member.

Be sure to notify the Business Office of a change of address or telephone.

3.1 NON-CERTIFIED EMPLOYEES

The salary for all non-certified employees is set by each individual employment agreement. Employment agreements are reviewed at least annually, with the Board having full decision making authority, and become effective upon signature from the Board President and employee.

3.1.1 Non-certified staff leave

Full time staff will receive the following leave annually:

- Four paid holidays when holiday observance falls on a scheduled work day

(New Years, Labor Day, Thanksgiving, Christmas).

- Five paid sick days per year to accumulate to forty-five days.

- Two paid personal days which do not accumulate.
- Three paid family illness days which do not accumulate.
- Three paid funeral days for death of immediate family member (parent, sibling, child).
- Two paid funeral days for death of a close personal friend or non-immediate family member.

Any staff beginning after the start of the school year will receive prorated leave.

Year-round custodial and secretarial staff receive the following leave annually:

- Six paid holidays when holiday observance falls on a scheduled work day
(New Years, Labor Day, Thanksgiving, Christmas, Memorial Day, 4th of July).
- Fifteen paid sick days per year to accumulate to forty-five days.
- Two paid personal days which do not accumulate.
- Three paid family illness days which do not accumulate.
- Three paid funeral days for death of immediate family member (parent, sibling, child).
- Two weeks paid vacation.

Any staff beginning after the start of the school year will receive prorated leave.

3.2 CERTIFIED EMPLOYEES

Schedule: The salary of each employee covered by the regular salary schedule is set forth in the attached Schedule A. The superintendent reserves the right to pay above schedule to hire or retain when deemed in the district's best interest.

3.2.1 Placement on Salary Schedule

A. Adjustment to Salary Schedule: Each employee shall be placed on the proper step of the salary schedule as of the effective date of this Agreement and in accordance with paragraph B. below. Any employee hired prior to the commencement of the second semester of any school year shall be given full credit for one (1) year of service toward the next increment step for the following year.

B. Credit for Experience: Each new employee hereafter hired shall upon initial employment in the District be given credit on the employee's salary schedule for previous outside teaching experience in a duly accredited school. Best practice will be to honor all of the first 12 years of experience, and the superintendent may at his/her discretion give credit for additional years of experience. A specialty employee may be granted up to two years experience for employment in their field in an area other than teaching.

C. Returning to the District: Any employee with previous teaching experience in the North Iowa Community School District shall upon returning to the system receive full credit on the salary schedule for outside teaching experience in an accredited school up to the maximum set forth in subparagraph B. above. Such employees who have not been engaged in accredited teaching activities shall, upon returning to the system, be restored to the next Step on the salary schedule above that at which they left.

3.2.2 Advancement on Salary Schedule

A. Increments: Employees on the regular salary schedule shall be granted one (1) increment or vertical step on the schedule for each year of service until the maximum for their educational classification is reached. A year of service consists of employment in the North Iowa Community School District for ninety-one (91) or more consecutive teaching days in one (1) school year or a full semester.

B. Educational Lanes: Employees on a regular salary schedule who move from one educational lane to a higher educational lane shall move to the corresponding eligible step in the higher lane. For an employee to advance from one educational lane to another, the employee shall file suitable evidence of additional educational credit, which shall be for graduate credit hours in an area in which the employee is certificated, with the Superintendent by January 30th of the preceding year. Employees who have advanced to a higher educational lane prior to September 1990 by using continuing education hours or certificate renewal hours shall be permitted to continue to use said hours for placement in their respective lane.

3.2.3 Extended Contract Rate

A. Number of Days: The salary schedule is based upon the regular school calendar and the normal teaching load as set forth in this Agreement. Any employee whose assignment exceeds the regular employee work year which for the term of this Contract is defined as one hundred eighty-six (186) days, will be additionally compensated at the rate of 1/186th of the individual's base salary per day.

B. Extra Work Days: Part-time employees will be paid per diem compensation on days when asked to attend for more than their contracted percentage. These days shall include, but not be limited to workshop or in-service days both before and after school begins and parent-teacher conference. Employees will be compensated only for the extra time beyond their contract percentage, based on their teaching contract.

3.2.4 Career Increment

An employee who reaches the highest incremental step (maximum salary) on his/her training lane shall receive an annual accumulative longevity payment fixed on one-half of the vertical increment, plus fifty-five (55) dollars, which shall begin with the second year on the highest incremental step (maximum salary).

3.3 REQUIRED BENEFITS

Social Security, Unemployment compensation, and Worker's compensation insurance is also provided to each employee as required by law.

Any employee injured while on duty is entitled to weekly benefits under Workers' Compensation for any on-the-job injury. Injuries must be reported immediately (within 24 hours) to the Business Manager. Explain circumstances surrounding the injury. Seek medical attention, if necessary. Employees may go to health care practitioner/facility of their choice. Notify health care provider that the condition is work related. All medical claim forms, physician notes, etc. should be sent to the business office, which will be forwarded to the worker compensation carrier.

Worker compensation claims are subject to approval/denial after the carrier conducts an investigation. Denied worker compensation claims may be submitted to employee health insurance carrier for payment.

Information on NICS District worker's compensation insurance is posted by the time clock.

3.4 HEALTH INSURANCE

Group health insurance program includes hospital, medical, prescription, and optional health savings account and/or dental insurance. Only eligible employees qualify for the group insurance plan. All eligible employees have the option to purchase dependent insurance, with the premium paid through a pre-tax payroll deduction.

3.4.1 Types

The Board agrees to provide certified employees and eligible non-certified employee working 40 hours per week (year-round) or more the following full-paid insurance protection:

A. Health Insurance: The district will pay an amount equal to the single premium rate for a \$1250 deductible health insurance plan on behalf of each employee toward District health insurance coverage, or \$9,665 for the 2024-25 school year. Each employee will have the choice of selecting a \$1250, \$1000 or \$2,500 with HSA deductible plan. The district will contribute 75% of the \$2,500 HSA premium savings to the employees HSA savings account. Each employee will also have the choice of selecting single or family plan coverage for any of these policies. The Board will consult with the NIEA prior to changing carriers.

In addition, the District will pay one hundred twenty-five (125) dollars per month to whichever choice of the following two options the employee selects, (1) applied toward the cost of the individual or family health insurance premium, or (2) to be paid to the tax sheltered annuity of the employee's choice.

When both spouses are employed by the District and select a family insurance plan, the District will pay an amount equal to two (2) single contribution rates plus a total of two hundred fifty dollars (\$250) if option number one (1) is selected from paragraph three (3) of this section. If this final amount then exceeds the total cost of their selected policy coverage, the District will pay the excess to a tax-sheltered annuity of the employee's choice.

All employees new to the district who are employed for less than 1.0 full time equivalency shall have their benefits (insurance and leaves other than sick leave) prorated to equal their FTE. No employee shall receive less than fifty (50) percent of their benefits regardless of their FTE.

B. School Liability: All employees shall be covered by a school-financed liability insurance covering job-related performance of duties. Employees required to use personal automobiles in their assigned duties shall be covered by Board-paid auto liability insurance.

3.4.2 Coverage

The Board-provided insurance programs shall be for twelve (12) consecutive months (beginning September 1 and ending August 31 for current employees) subject to federal and state regulations. Employees new to the District shall be covered by Board provided insurances commencing on the first workday in the month following the start of their employment. Employees hired during the school year will be provided coverage upon request by the employee. Employees terminating their employment in the district at the end of the school year shall be covered by Board-provided insurance through August 31 following the date of their end-of-the-year termination.

3.4.3 Continuation

In the event that an employee absent because of illness or injury, has exhausted sick leave accrual, the above-mentioned benefits shall continue throughout the balance of the school year. Employees on paid leave shall continue to have Board contributions made according to the level described above. Employees on non-paid leave for one (1) month or longer shall have the option to continue any or all of the Board-paid programs by paying the premium themselves to the Board on or before the billing date.

3.4.4 Section 125 Plan

The district will provide a Section 125 Plan allowing employees to choose to direct wages toward benefits to be paid on a pre-tax basis subject to the terms of the Plan. This Plan will allow an employee to direct wages to pay for unpaid District health insurance premiums, a medical reimbursement account for certain allowed medical expenses not reimbursed by health insurance or a dependent care reimbursement account. The employee shall be responsible for the monthly processing fee for participation in either the medical expense reimbursement and/or the dependent care reimbursement account.

3.5 LONG TERM DISABILITY INSURANCE

Each certified employee and eligible non-certified employee working 40 hours per week (year-round) or more will receive an income protection policy with the district paying the full premium. Any employee unable to work for (90) calendar days may be eligible for disability insurance. Please contact the administration office to file a claim.

3.6 403B PROGRAM

A 403B (TSA) investment plan is available to eligible employees.

The NICS 403b plan is administered by the Iowa Department of Administrative Services – Retirement Investors’ Club (RIC) 403b Program. A 403b is a voluntary savings plan designed to supplement employees’ pension and Social Security benefits at retirement. Contributions are made via pre-tax payroll deductions. Post-tax Roth 403b accounts are not available through the RIC program. A Salary Reduction Form must be completed and submitted to the compensation/benefits specialist to initiate or change a 403b plan. For further information, employees may reference the RIC website at: <http://www.das.hre.iowa.gov/ric/403b/index.html> or contact the Business Manager. Plan with Ease (www.planwithease.com) has employee login capabilities for account activity and forms for changes and/or withdrawal of funds.

Beginning in August of 2025, the North Iowa Community School District will distribute a one-time \$500 contribution to faculty members upon completion of the first month of employment in the district. The contribution will take place during the second payroll period.

3.7 IOWA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (IPERS)

The Iowa Legislature created the Iowa Public Employees' Retirement System (IPERS) in 1953 to provide a dependable and economical retirement plan for Iowa's public employees. IPERS retirement benefits are intended to help Iowa's public employers attract and keep qualified personnel in public service. The benefits also help public employees care for themselves during retirement.

3.7.1 MEMBERSHIP IN IPERS

Permanent Public Employees (Full- and Part-Time)

Your membership in IPERS is automatic if you are a permanent full- or part-time public employee, regardless of the amount of wages or compensation you receive.

Temporary Employees

IPERS defines a temporary employee as an individual hired to work for less than six consecutive months or on an irregular, seasonal, or on-call basis. In general, most temporary employees are excluded from IPERS membership. However, in some cases a temporary employee may become eligible for IPERS membership if an "ongoing relationship" with an IPERS-covered employer is established as follows:

- When wages paid are \$1,000 or more in two consecutive quarters, or
- When employed for 1,040 hours or more in a calendar year.

Your IPERS membership begins in the quarter **after** you establish an ongoing relationship with an IPERS-covered employer. If you have established an ongoing relationship with one employer, you are not automatically eligible for IPERS membership with every employer. Instead, as a temporary employee, you must qualify separately with each employer.

When you become an IPERS member you need to file an IPERS *Enrollment/Beneficiary Designation* form, naming the person(s) who will be eligible for any benefits payable upon your death. It is essential that you make sure IPERS has a current IPERS *Enrollment/Beneficiary Designation* form on file for you so that IPERS can carry out your wishes upon your death. If you die and have not designated a beneficiary, your estate may become your beneficiary.

IPERS information and forms are available in the NICS District Business Office or online at www.ipers.org. Employees and their employers contribute to IPERS a set percentage of employees' wages. Benefits are funded entirely by contributions plus investment income. Employees contribute 6.29% and the district pays 9.44%, these percentages fluctuate from year to year.

3.8 LONGEVITY STIPEND

North Iowa Community School Board of Education recognizes that the pandemic has caused employees to be discerning about their future employment endeavors. The Board recognizes that offering a Retention Incentive is a tool that can be beneficial in retaining a quality and highly trained workforce that will allow the District to effectively implement its continuous learning plans.

Employees will need to meet **all** the following eligibility requirements to receive the incentive:

1. The employee has been employed with the District for more than six months;
2. The employee is a certified teaching staff member responsible for instruction of at least 1 course, grade level, curricular area or serves as a TLC leader.
3. The employee was employed and in good standing with the District through the end of their 2024-2025 contract year;
4. The employee agrees to reimburse the District for any portion of unearned retention incentive payment if the employee fails to complete the contract for 2025-2026 school year.
5. Employees who return a signed contract to the business office prior to 4:00 p.m. on March 20, 2025 will qualify for an additional incentive of \$750 to be paid in a single event payment in June of 2025.

3.9 SICK LEAVE BUY BACK

Except as specifically detailed below, unused sick leave is NOT a payable benefit upon termination from employment:

1. Once every two years, a certified employee who has been employed with the North Iowa Community School District for more than two (2) full years may convert up to twenty-five (25) days of unused sick leave into paid compensation at the rate of one hundred dollars (\$100) for each day, so long as the employee's remaining balance of unused sick leave does not fall below ten (10) days and the employee has agreed to work with the school district for the following school year. An employee requesting this conversion of unused sick leave must notify the school district's business office in writing on or before June 1; compensation for this conversion of unused sick leave will be paid through the regular June payroll.
2. A certified employee who has been employed with the North Iowa Community School District for more than two (2) full years, resigns from employment with the school district at the end of the school year, and provides the superintendent advance written notice of such resignation on or before February 1, 2024 shall be paid in a lump sum at the rate of one hundred dollars (\$100) for each day of accumulated unused sick leave remaining on the effective date of the employee's resignation up to a maximum of fifty (50) days. This compensation will be paid through the regular June payroll.

4. PARAEDUCATOR CERTIFICATION

Iowa's voluntary certification system for paraeducators is based on competencies that reflect the skills necessary for multiple paraeducator assignments. Although the certificates are not mandatory, the Iowa Department of Education strongly recommends that districts support opportunities and encourage paraeducators to obtain certificates appropriate to their roles. Paraeducators can earn certificates in the following categories:

- Level 1 Generalist PK-12
- Level 2 areas of concentration
 - Early Childhood PK-3
 - Special Needs PK-12
 - English as a Second Language PK-12
 - Career and Transition Programs: Grades 5-12
 - School Library Media PK-12
- Level 2 Advanced PK-12

Additionally, paraeducators who work in special education settings and who hold a generalist certificate may complete coursework to serve as an authorized substitute for the teacher in their middle or high school special education assignment.

Paraeducators who serve as a substitute teacher will be paid at a rate of \$140 per day or \$70 for one half day under the condition that they clock out appropriately for each occurrence.

The specific requirements and competencies for each certification can be found at <http://www.state.ia.us/boee/para.html>.

The North Iowa Community School District recognizes the importance of the Paraeducator Certification program and is offering the following benefits upon completion of each program as listed.

	<u>Wage Increase Upon Completion</u>
Paraeducator Certification Level 1	\$.25 per hour
Paraeducator Level 1 Renewal	\$.10 per hour
Paraeducator Certification Level 2	\$.25 per hour
Paraeducator Level 2 Renewal	\$.25 per hour
Certified Teachers serving as Paraprofessional	\$1.00 per hour

4.1 Level 1 (Generalist) – 90 Clock Hours

Cost \$220.00 payable to the AEA

Payment for the class will be made by the Paraeducator. Upon completion of certification, North Iowa School District will pay a completion incentive of ½ the course costs (currently \$110.00) along with increasing the Paraeducators hourly wage by \$0.25 per hour.

The Paraeducator Certificate is valid for 5 years.

Under the direction and supervision of a qualified classroom teacher, the paraeducator will be able to:

- Support a safe, positive teaching and learning environment.
- Assist in the development of physical and intellectual development.
- Support social, emotional, and behavioral development
- Establish positive and productive relations.
- Integrate effectively the technology to support student learning.
- Practice ethical and professional standards of conduct on an ongoing basis.

Level 1 – Generalist Program

- 1) Project PARA online class – Eleven units are required. From the time payment is received and an instructor assigned, the paraeducator has one calendar year to complete the course. Units are online self-study courses. Units required are:
 - a. Roles and Responsibilities of Paraeducators
 - b. Organization and Management of the Classroom
 - c. Developing Instructional Skills
 - d. Effective Communication with Students, Teacher, and Other Professionals
 - e. Ethical Issues for Paraeducators
 - f. Introductions to Special Education Programs and Procedures
 - g. Behavior Management
 - h. Observing and Recording Student Performance
 - i. Assisting with Reading Instruction
 - j. Assisting with Written Language Skills
 - k. Assisting with Fundamental Mathematics Skills
- 2) Technology Class – online course with Task list to be completed
- 3) Critical Learning Log – Paraeducator should make an entry into a log at least every other week showing new practices or strategies being used in the classroom that the Paraeducator is learning through their certification work. 16 entries are needed.
- 4) Child/Adult Dependent Abuse Class (Cost \$25 Online)
- 5) Bloodborne Pathogens Class (Cost \$25 online or via training)
- 6) Survey Completed by the Paraeducator, Teacher and Administrator
- 7) Checklist of Completed Activities

4.2 Level I Renewal - Paraeducator Certification

Renewal cost is \$40.00 payable to the AEA

Level 1 Paraeducators can also renew their certification by taking the Level 2 training.

Payment for the class will be made by the Paraeducator. Upon completion of certification, North Iowa School District will pay a completion incentive of ½ the course costs (currently \$20.00) along with increasing the Paraeducators hourly wage by \$0.10 per hour.

The Paraeducator Certificate is valid for 5 years.

Under the direction and supervision of a qualified classroom teacher, the paraeducator will be able to:

- Support a safe, positive teaching and learning environment.
- Assist in the development of physical and intellectual development.
- Support social, emotional, and behavioral development
- Establish positive and productive relations.
- Integrate effectively the technology to support student learning.
- Practice ethical and professional standards of conduct on an ongoing basis.

Level 1 – Generalist Program Renewal

Completion of Three Units of Coursework in any combination listed below:

- 1) One unit may be earned for each hour of credit with leads to the completion of the requirements for an area of concentration not currently held.
- 2) One unit may be earned for each hour of credit that will assist a paraeducator to demonstrate the knowledge of and the ability to assist in reading, writing, and mathematics.
- 3) One unit may be earned for each hour of credit completed which supports either the building's or district's career development plan.
- 4) One unit may be earned for each semester hour of college credit.

Applicants renewing a paraeducator certificate must submit documentation of completion of the child and dependent abuse training.

4.3 Level 2 - Paraeducator Certification

Level 2 – 45 Clock Hours Cost \$75.00 payable to the AEA

Payment for the class will be made by the Paraeducator. Upon completion of certification, North Iowa School District will pay a completion incentive of ½ the course costs (currently \$37.00) along with increasing the Paraeducators hourly wage by \$0.25 per hour.

The Paraeducator Certificate is valid for 5 years.

The Level 2 Certification is designed to be a year-long process that integrates “on-the-job” skills and knowledge with academic study. The portfolio will focus on an area of concentration involving 45 hours of work. Those paraeducators who commit to this process will gain knowledge of research-based instructional strategies, engage in professional dialogue, develop a relationship with a professional mentor, and participate in professional development activities. Paraeducators must be certified in Level 1.

Areas of concentration include:

- 1) Career and transitional programs – Grades 5 through 12
- 2) Early Childhood – Prekindergarten through Grade 3
- 3) English as a second language – Prekindergarten through Grade 12
- 4) School Library Media – Prekindergarten through Grade 12
- 5) Special Needs – Prekindergarten through Grade 12

Level 2 Certification is a two-faceted approach that is built upon six (6) elements:

- 1) Self-Assessment (2 Hours)
- 2) Professional Reading (18 Hours)
- 3) Professional Development/Workshop Participation (15 Hours)
- 4) Critical Learning Log (4 Hours), Sixteen Entries
- 5) Competency/Standard Assessment (2 Hours)
- 6) Portfolio Review Conference (4 Hours)

4.4 Level 2 Renewal - Paraeducator Certification

Renewal cost is \$40.00 payable to the AEA

Payment for the class will be made by the Paraeducator. Upon completion of certification, North Iowa School District will pay a completion incentive of ½ the course costs (currently \$20.00) along with increasing the Paraeducators hourly wage by \$0.25 per hour.

The Paraeducator Certificate is valid for 5 years.

Under the direction and supervision of a qualified classroom teacher, the paraeducator will be able to:

- Support a safe, positive teaching and learning environment.
- Assist in the development of physical and intellectual development.
- Support social, emotional, and behavioral development
- Establish positive and productive relations.
- Integrate effectively the technology to support student learning.
- Practice ethical and professional standards of conduct on an ongoing basis.

Level 2 – Generalist Program Renewal

Completion of Three Units of Coursework in any combination listed below:

- 5) One unite may be earned for each hour of credit with leads to the completion of the requirements for an area of concentration not currently held.
- 6) One unit may be earned for each hour of credit that will assist a paraeducator to demonstrate the knowledge of and the ability to assist in reading, writing, and mathematics.
- 7) One unit may be earned for each hour of credit completed which supports either the building's or district's career development plan.
- 8) One unit may be earned for each semester hour of college credit.

Applicants renewing a paraeducator certificate must submit documentation of completion of the child and dependent abuse training.

4.5 Frequently Asked Questions About Level 1, Renewal, and Level 2

Do I have to complete Level 1 again if my certification has expired?

No, according to the Iowa Board of Educational Examiners, as long as you complete the Renewal process (or Level 2) and the work is current (completed within the 2 years)you can renew your certificate.

How do I register electronically for classes?

NICS District Employee Manual

Participant Registration

1. Go to www.aea267.k12.ia.us
2. Click on Professional Development
3. Click on AEA 267 Offerings
4. Enter your user name and password or create a new account if you do not have one. If you have forgotten your user name and password, click "Forgot Password" and enter your email address. You will receive your user name and password in an email immediately.
5. Click on List All Courses
6. Click on View All Sections
7. Click on Info or any of the blue print within the section box.
8. Scroll down until you see the section box and then click on Register
9. When registering, you must accept/decline that you've read the disclaimer messages ___" both course specific and general course registration (refund policy).
10. Select your credit type if any and click Next
11. Continue registration process until you submit
12. Payment is accepted through Visa or MasterCard credit/debit/prepaid cards.
13. You will see a registration invoice, which you may print. You will also receive a registration confirmation in your email.

Is Para Certification required in the state of Iowa?

Paras working in Title One programs, Title One schools, and in preschool programs funded by the 4-year-old Voluntary Preschool Grant are required to be highly qualified. In addition, paras in ECSE (early childhood special education) programs will need to be highly qualified by August 2009.

Highly qualified means the para has one of the following:

- Child Development Associate Credentials (CDA)
- 2 years of college with emphasis in education (elementary education, special education, early childhood, child development, early childhood special education)
- Associates Degree with emphasis in education
- Paraeducator Certification (Level 1 for Title One paras)
- (Level 1 and Level 2 – Early Childhood for preschool and ECSE paras)

What do I do once I have my application of completion for Level 1?

Fill out the release for a background check, complete the fingerprinting form, complete the application form from the Board of Educational Examiners (BOEE) and write a check to the BOEE covering all the fees. Send all this information to the AEA for processing.

How do I renew my para certificate?

- You could take three credits of professional development (check out AEA 267 Professional Development - My 267). Classes must be fifteen (15) hours in length for one credit. Your cost for one para credit is \$25.00.
- You could opt to complete Level 2 (with an area of emphasis) and then renew your certification and also add an area of emphasis to your license at the same time.

What do I do once I have my application of completion for Renewal?

You will need to fill out an application for the Iowa Board of Educational Examiners (BOEE) to renew your certificate. There is a link on the para website for the BOEE. You send this completed application, your official transcript, a copy of your mandatory abuse reporting certificate, and the application fee directly to the BOEE for processing.

What do I do once I have my application of completion for Level 2?

If you are just adding an area of emphasis (and not renewing your certificate) you will need to fill out the application for adding an area of emphasis from the Iowa Board of Educational Examiners

(BOEE). This will be sent to you when your portfolio is returned. After you fill out the application, return it the AEA with your certificate of completion, mandatory abuse reporting certificate, and application fee. The AEA will add the necessary information to your application to add the area of emphasis and mail the packet to the BOEE for you.

What do I do once I have completed Level 2 AND I need to renew my certificate? You will need to fill out 2 different applications with the Iowa Board of Educational Examiners (BOEE). There is a link to the BOEE on the para website. Once you have the applications filled out, return them to the AEA office with your certificate of completion, your official transcripts, your mandatory child abuse reporting certificate, and 2 application fees (one for renewal and one for adding the area of emphasis). The AEA will finalize the application and mail the packet to the BOEE for you.

Do I need to read chapter books for the professional reading portion of Level 2?

Professional readings can come from books, resource manuals, or journal articles. You can read portions of books if this is more appropriate than an entire book. Keep in mind the idea is to spend approximately 1 hour per reading to both read and reflect on it. If a book has 5 chapters that you are interested in, this would count for 5 hours and would require 5 separate reflections.

How does a reflection differ from a summary?

Summaries just describe in less detail what a reading or workshop was about. Although this information can be helpful and can be included in a reflection, it does not complete a reflection. When you reflect on a reading or workshop, you are asking yourself questions like, “what did I learn?”, “how can I use this new info in my job?”, “have I ever seen this before?”, “what else do I want to learn about this topic?”. Incorporating this type of information into your reflections will help you develop a deeper understanding of the topics you are learning about. It’s difficult to write a 1-2 page summary of an article, but it’s quite easy to write this long of a reflection!

Can I use classes I took several years ago towards Level 2 Certification?

When you are initially applying for Level 2 certification, all classes need to be taken during that year. The purpose is to attend trainings, reflect on the new knowledge and work with your mentor to add these skills to your work. Classes taken in the past would not meet this requirement. However, if you are renewing your certificate, we allow a little more flexibility – the classes need to be from this year or last year.

What are the expectations for my mentor during Level 2?

On this website you will find a link entitled Mentor Responsibilities. Mentors are encouraged to read these documents – they provide all the necessary information about expectations for mentors.

How do I get an official transcript?

My267 Transcript Information - official Transcripts are available to view and print at any time by logging in to My267 and clicking on “View My Transcript.”

Uses of an unofficial transcript:

- I need to check my grades.
- I need to check if my class has been completed.
- I need to check the number of paraeducator and/or licensure renewal credits I have.

Official Transcripts can be requested online by logging in to My267 and selecting “Request My Transcript.” You will then be prompt to update your personal information and specify your transcript needs. This transcript will only reflect graduate, licensure renewal, substitute authorization, and paraeducator credit. Courses taken for “AEA 267 PD” credit and “No Credit” will not be displayed on your official transcript.

Uses of an official transcript:

- I am using the transcript to submit to my district to move on a salary schedule.
- I am renewing my license with the BOEE.
- I am applying for a job.
- I am applying for admission to a college.

We recommend you request three copies of your official transcript – one for the BOEE; one for your school, and one for yourself.

I have completed the work for Level 2 area of concentration and everything has been returned to me. How come it is not showing up on my transcript?

Your grade will NOT appear until the last day of the class you signed up for. Classes typically end on August 30th, December 30th, and May 30th. Always view your transcript before ordering to be sure your class is listed with a grade. If you feel you haven't received a grade and should have, please contact the AEA.

5. PAYROLL

The payroll period for the school district shall be monthly. Employees shall be paid on the 20th day of each month for certified employees, on the last day of the month for non-certified employees. If this day is a holiday, recess, or weekend, the payroll shall be paid on the last working day prior to the holiday, recess or weekend.

Employees shall receive their direct deposit verification in their email on the indicated payroll date.

Emails with direct deposit information are also available upon request to employees using direct deposit prior to the payroll date.

All payroll dates and time periods are also indicated on the Payroll Calendar located on the staff only website and in this manual.

Certified employees who are new in the District may at their option elect to receive up to fifty percent (50%) of the first salary installment at the August Payroll. The balance of the first salary installment and all remaining salary installments shall be paid on the regular periods herein above set forth. Full-time continuing employees may upon written request to the Superintendent receive an advance of two hundred dollars (\$200.00) against their first month's salary; continuing employees who are less than full-time may upon written request to the Superintendent receive an advance of one hundred dollars (\$100.00) against their first month's salary.

5.1 TIME CLOCK

Employees who are paid on an hourly basis or are on an approved extended work agreement must clock in and out daily by using the electronic time clock located by Elem Media Center. Each hourly employee will be issued a pass code for secure entries. Any errors or inappropriate use of the time clock should be reported to the Business Manager.

5.2 OVERTIME

The hours per day listed on letter of intent/contract have been approved by the Board of Education. This approval ensures the district lives within its financial means and budget. No overtime or extended hours beyond your assigned work day will be paid unless authorized by the superintendent in advance. See Extra Time Reporting.

Overtime is defined as assigned work in excess of a normal forty-hour week. Overtime pay will be at the rate of one and one-half times the employee's normal hourly rate.

5.3 PAYROLL DEDUCTIONS

Social Security (FICA), federal and state income taxes are automatically deducted as required by law. Other deductions as required by law or court order will also take place. As authorized by you as an employee, deductions for insurance premiums, annuities and other programs may also take place.

5.4 EXTRA TIME REPORTING (ETR)

When it is necessary to report hours in excess of your approved contract hours, the ETR form is used.

1. The Extra Time Reporting form is used to pay either certified employees who work beyond contract obligations or non-certified employees who work beyond the approved/ contracted scheduled work day or work week. Extra time is work that cannot be performed by the department staff during normal working hours. The Extra Time Reporting form authorizes the additional expenditure of salary funds, records time worked, and is an order to payroll to pay an employee for services rendered.

The district employs individuals on a regular monthly basis to perform the normal functions required to accomplish the affairs of the district. Occasionally the need arises for work beyond that which is expected of the normal work day. The Extra Time Reporting form responds to the need to pay the employees who work for any of the following reasons:

- Works extra hours on their regular job
- Attends a workshop
- Completes negotiated extra days
- Works overtime beyond a 40 hour week
- Participates in summer school
- Works in an additional assignment
- Is absent and is requesting to make-up regular hours

2. **Hourly employees must continue to use the time clock and submit the ETR form.**
3. **Extra time must be turned in every month. The form for this can be found under the staff webpage.**

5.5 SUPPLEMENTAL PAY

Rates of Pay for Extra-curricular Activities: Certified teaching staff will be assigned duties at 3 extra-curricular activities. All Employees will work three extra-curricular activities on a volunteer or assigned, non-compensated basis and will receive a season pass to all regular season home sporting events for the employee. Upon working a fourth extra-curricular activity as a volunteer, a pass for a spouse will also be provided. Substitutes will be paid by the assigned employee. Additional expectations/duties shall be compensated at the rate shown below and the rate set forth in Schedule A. Duties will be assigned at the beginning of the school year and a duty schedule will be provided. Extra duty assignments are voluntary. The superintendent reserves the right to pay above schedule to hire or retain when deemed in the district's best interest.

There are four categories of supplemental pay:

- CATEGORY I: \$25 per session Official Announcer/Clock & Scoreboard Operator, conference track meets, scoreboard keeper (home and away), crowd control, dances, ticket selling, ticket taking, and weight room supervision.
- CATEGORY II: When a teacher, coach, or sponsor voluntarily elects to transport school authorized personnel to any official school sponsored activity; he/she will be paid thirty dollars (\$30.00) per trip. If the distance of the trip is greater than 30 miles (one way), the pay will be fifty dollars (\$50.00) per trip. This does not apply to driving a van, suburban, or car.
- CATEGORY III: \$5.00 plus 10 cents per mile for pep bus chaperone.
- CATEGORY IV: The Board will pay an employee(s) a total of 5% of an awarded grants face value to successful grant writers that are NIEA Members and have followed proper grant procedures.
- CATEGORY V: Compensation for Extra Duty: An employee may volunteer to take on an extra duty position(s), with the extra duty being secondary to the major responsibility of the employee. Any teacher who agrees to cover a class for another teacher during his/her planning period or during an individual music lesson period shall be compensated up to one hour/period per day. Employees who do not have a set planning period due to the nature of their position are not eligible for compensation. These employees will not be asked to cover more than 60 minutes per day. A teacher who agrees to cover a class for another teacher shall be compensated \$15 per hour/class period (minimum 35 minutes.) This does not apply when a teacher whose regularly assigned students are not present in the classroom (e.g., field trips, extracurricular events, senior week, etc.) to substitute in another classroom.
- CATEGORY VI: Event supervisor
Complete duties include preparation for event as detailed by activity director, supporting teams, referees, or umpires during events, first contact with participants/fans with scripted expectations, and checkout list as detailed by activity director. Forty dollars (\$40.00) per event for high school and twenty-five dollars (\$25.00) per event for middle school.

Employee must submit a Supplemental Pay Reporting Form or [Online Form](#) for verification of work performed. Activity Director and Superintendent will approve payments prior to final approval by the Board of Education. Supplemental pay will be paid quarterly as submitted by the Athletic Director.

5.6 CERTIFIED EMPLOYEE HOURS OF WORK

5.6.1 Workday/Length of Day: The basic teacher's workday shall include at least a 30 minute duty-free period.

5.6.2 Workday/Arrival and Dismissal Time: At the beginning of each school year an employee will designate their arrival and departure times. Employees will adhere to their times for the duration of the current school year. A starting time of 7:15 will allow the employee to leave directly following the departure of the route buses. Employees reporting for duty at 7:30 will be permitted to leave at 4:00 and 7:45 employees at 4:15. On days the employees must attend a morning meeting before the commencement of the school day, employees may leave school following the departure of route buses. On Fridays and days preceding a holiday or vacation, employees may leave directly following the departure of route buses. Employees attending an after school meeting out of town will be allowed to leave as soon as their student contact hours are completed.

Employees may leave the building during their unassigned time (ie. before and after school, preparation time, etc.) provided the employee signs out in the designated office prior to leaving the building and signs back in upon returning to the building.

5.6.3 Workday/Emergency Closing Days: On regular contract days when, because of weather or other emergency closing, students are not required to be in attendance, the employees shall not be required to be present. If students are dismissed early for such reason, employees shall not be required to stay longer than twenty (20) minutes after dismissal time. "EXCEPTION: On days when school is dismissed early due to high temperatures employees will complete their contracted work day."

5.6.4 Meetings:

A. Employees may be required to remain after the end of the regular workday without additional compensation for the purpose of attending faculty or other professional meetings. Such meetings should last no later than 4:30 p.m. After-school meetings shall not be called on Friday or on any day immediately preceding a holiday or vacation, except only in the case of an emergency as determined by the Superintendent or his/her designee.

B. Employees may be required to arrive before the commencement of the regular workday without additional compensation for the purpose of attending faculty or other professional meetings. Such meetings should not be commenced before 7 a.m. except in case of emergency and should end no later than ten (10) minutes before commencement of the first class.

C. A total of no more than three (3) meetings each month may be called either before or after the regularly scheduled arrival or dismissal time set forth in paragraph 7.02. Additional meetings may be held with the approval of the Association president or the Association building representative.

5.6.5 Parent/Teacher Conference Time: On the Friday following Parent/Teacher Conferences, a compensation day will be given that will count as a day of school (within Department of Education regulation

5.7 PAYROLL CALENDAR

All staff will be paid on the 20th. IF the 20th of the month falls on a day when banking is not scheduled, staff will be paid on the last weekday available prior to the 20th. All staff paid hourly will have a cutoff of the 10th of each month to have hours submitted as well as leave.

Schedule B

A copy of salaries may be acquired by contacting the superintendent.

6. PERSONNEL FILES

Employee personnel records are kept in the Business Office.

7. PHYSICALS

Physical exams are required of all licensed employees and Special Education classified employees (bus drivers, Special Education aides, parent/educator coordinators and secretarial positions having possible direct contact with students). The exam is required prior to initial employment and/or no later than 60 days following employment.

Bus drivers who hold a CDL are required to have physical exams every two years unless otherwise required by a physician.

Such medical reports shall be on file in the office of the Superintendent on or before the first day of classroom activity. The cost of such examination for new employees will be paid by the employee but reimbursed for the amount unreimbursed by District insurance up to a sum of sixty-five (65) dollars.

8. ABSENCE/LEAVE

Employee leave allowances are noted on all individual employee contracts and/or letters of intent. All employees must complete a leave request through Weblink or time clock when taking time off from their normal work schedule as prescribed for their employee group, including unpaid leave and leave for professional development and/or training.

- Leave time must be recorded in increments of 1 or ½ days. Days are rounded up if not recorded in the correct increment.
- Leave forms for hourly employees are to be consistent with data recorded on the time card system.
- The leave form must be submitted to the Business Office in a timely manner. The Business Manager will verify appropriate use of leave, record the leave and ensure accurate recordkeeping of leave balances.
- If uncertain of leave time available, the Business Manager should be contacted prior to completing the leave form.
- Leave balances are also available on the employee's monthly pay stub.

8.1 EMPLOYEE/FAMILY SICK LEAVE

If you are ill, be sure to notify your building principal by 6 a.m. so a substitute can be obtained. **Do not leave a message on the school answering machine.**

Administration may require reasonable evidence regarding the mental or physical health of an employee to confirm the employee's need for illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of his or her position. It shall be within the discretion of the board or the superintendent to determine the type and amount of evidence

necessary as well as from whom evidence will be accepted. When an illness leave will be greater than three consecutive days, the employee shall comply with the board policy regarding family and medical leave.

8.1.1 Certified Employee Sick Leave

A. Accumulative Benefits: Certified employees shall be entitled to sick leave for personal illness, medically related disabilities, or injury with full pay on the following basis (part-time employees shall be entitled to benefits on a pro rata basis in accordance with their employment):

1st and subsequent years of employment in the District-----15 days

Unused sick leave shall be accumulated from year to year with a maximum accumulation of ninety (90) days.

An employee with ninety (90) accumulated days shall in addition be entitled to up to fifteen (15) days of annual sick leave, however, any unused annual days shall not increase the employee's total accumulation of ninety (90).

B. Notification of Accumulation: Employees will be furnished an accounting of accumulated sick leave days within a reasonable time following written request to the Superintendent therefore.

C. In the event of a foreseeable need for the use of sick leave by an employee, the employee shall notify the building principal. Such notification shall be in writing advising of the date the employee expects to commence leave and the date the employee expects to resume employment commitment. If differences of opinion exist as to the employee's physical or mental ability to continue or resume the duties of employment, the same shall be resolved by a written statement from the employee's attending physician.

8.1.2 Certified Employee Family Illness

Certified employees shall have three (3) days per year without loss of pay in the event of an illness or injury of the employee's spouse, children, sibling, and/or parent. Up to an additional three (3) leave days for the above may be taken by the employee at the cost of the employee's substitute being deducted from the employee's regular pay.

Extended Family Leave: In the event an employee depletes all family illness days, he/she may convert personal sick leave into family illness days under the following conditions:

1. Two personal sick leave days may be converted to one family illness day.
2. Family leave shall be exchanged in full day increments only.
3. The cumulative annual conversion may not exceed three family days per calendar year.

Based on experience in the district, the superintendent may approve additional days to be converted from personal two sick leave days into family one family illness day for employee spouse sick and children only with the following limits:

Employees with:

- 5-9 years of experience in the district may not exceed 5 days annually
- 10-19 years of experience in the district may not exceed 10 days annually
- 20-29 years of experience in the district may not exceed 20 days annually
- 30-39 years of experience in the district may not exceed 30 days annually

8.2 BEREAVEMENT

Up to three (3) days of leave for non-certified employees and up to five (5) days of paid leave for certified employees shall be granted at any one time, per instance, in the event of the death of an employees' spouse, domestic partner, child, stepchild, parent, brother, sister, step brother, step sister, grandchild, or grandparent. Up to two (2) days of leave shall be granted, per year, in the event of the death of a close personal friend or relative not in the immediate family. The Superintendent may grant additional time if in the Superintendent's discretion extraordinary circumstances are determined to exist. For certified employees, any additional bereavement leave days for the above shall result in the cost of the employee's substitute being deducted from the employee's regular pay.

8.3 PERSONAL/VACATION LEAVE 2

An employee planning to use a personal leave day shall notify the Administration at least five (5) school days in advance except in case of emergency. No more than three (3) personal leaves shall be granted on any given day.

8.3.1 Certified Employees Personal/Vacation Leave

At the beginning of each school year, all certified employees shall be credited with two (2) days to be used for personal leave of absence. These may be accumulated to a total of not to exceed four (4) days in aggregate. Such days may be taken in one-half day units. At the end of the school year an employee may give up any unused personal leave days to receive a payment at the per diem rate of a substitute teacher for each day given up in this manner.

All employees new to the district following the 2005-2006 school year who are employed for less than 1.0 full time equivalency shall have their benefits (insurance and leaves other than sick leave) prorated to equal their FTE. No employee shall receive less than fifty (50) percent of their benefits regardless of their FTE.

8.4 PROFESSIONAL LEAVE

With the approval of the Superintendent, each employee may be allowed professional leave with full pay to attend job-related seminars, workshops or meetings. An employee may be reimbursed for certain expenses incurred in attending an approved professional meeting (i.e. mileage, lodging, meals, conference fees, etc.).

To apply for professional leave the employee is to submit an Employee Absence Form to their supervisor at least 5 days prior to the event. The supervisor's approval indicates understanding that the activity is job-related and that the employee has sufficient professional leave available.

8.5 JURY DUTY

District employees will be excused for jury duty with paid release time. Employees who are called for jury service are to notify the supervisor before jury duty is to be served. Proof of jury service is to be submitted to the Business Manager following completion of the service. Employees shall

complete an Employee Leave Form to report Jury Duty leave for work time missed. Any pay for jury duty, except mileage and meals, will be turned over to the district. In the event the employee receives jury pay for days not scheduled to work with the district, the employee shall reimburse the district only that jury duty pay received for the number of work days missed for the jury service. On any day when the employee is excused from jury duty or released from subpoena during regular working hours, the employee will report to work as soon as reasonably possible thereafter if school will still be in session.

8.6 EMERGENCY LEAVES

Emergency leaves of absence with or without pay may be granted in writing by the Superintendent for good reason.

8.7 EXTENDED LEAVE

Employees may be granted extended leaves of absence by the Board for good cause shown. The decision as to whether the leave of absence will be granted and as to whether the leave shall be paid or unpaid shall be solely and exclusively within the discretion of the Board.

9. BACKGROUND CHECKS

Under Iowa Code section 279.69, all employees not licensed by the Iowa Board of Educational Examiners must have a background check upon initially being hired and then every five years on the anniversary date of the employee. The law requires the school district to review information in the Iowa court information system, the sex offender registry, the child abuse registry, and the central registry for dependent adult abuse for information regarding the applicant.

Any negative information received during the background check can and may lead to suspension or termination of employment as also required by Iowa law. Being listed in the sex offender registry established under chapter 692A, the central registry for child abuse information established under section 235A.14, or the central registry for dependent adult abuse information established under section 235B.5 shall constitute grounds for the immediate suspension from duties of a school employee, pending a termination hearing by the board of directors of a school district. A termination hearing conducted pursuant to this subsection shall be limited to the question of whether the school employee was incorrectly listed in the registry.

10. CONFIDENTIALITY - FOR ALL STAFF MEMBERS

A public school is a very busy place. Hundreds of people - children, staff members, volunteers, parents, community members – come and go in a school building and on the grounds each day. What you see or hear or discuss in school stays in school. Discussions about a child need to be directed to persons directly working with that child. Beyond that, those discussions become gossip. There are many direct ties to the community within a building. Staff members live in the community. Parent volunteers are frequently in the building. Some are in the building so much that we forget they are not members of the staff. There is a definite distinction between “need to know” and “want to know.” Don’t discuss child issues and child behaviors in the presence of the child, unless the child is involved in the discussion. Be sensitive to how a child might interpret (or misinterpret!) an adult’s words. Remember that e-mail is NOT a secure format. This is especially true for sending messages to multiple people at the same time. A better practice is still face-to-face contact, which

has the benefit of being able to check for understanding. As with much of our work, a great deal of confidentiality comes down to respect, caring and responsibility.

11. CHILD ABUSE

Child Abuse? It's everyone's responsibility to report it now! Download the *Guide for Mandatory Reporters* at www.dhs.iowa.gov. If you suspect a child under the age of 18 is being abused or neglected call the following numbers:

- CALL a DHS Local Centralized Intake 1-800-362-2178, fax: 515-242-6884
- CALL Iowa's Child Abuse Hotline 1-800-362-2178

Mailing Address: CSIU, PO Box 4826, Des Moines, Iowa 50305

Please be ready to provide identifying information and the whereabouts of the child. You may remain anonymous. Follow the oral report with a written report. Form is included in the guide on the DHS website. **If you believe the child is in imminent danger, CALL 911 immediately.**

12. DISTRICT ID CARD

All NICS District employees are issued a district ID Card upon hire. These ID's may be required to be worn while in school buildings. Employees must notify the Business Office immediately if your ID has been lost or stolen. District ID Cards are also considered KEYS. See page 6 for procedures on Keys.

13. DRESS CODE

Employees should look their best at all times to maintain the professional atmosphere of the district. It is further expected that all employees represent the district in a professional manner by dressing appropriately for your position. Unless specifically approved by your supervisor, blue jeans should not be worn during school hours. During periods of warmer weather employees are further expected to refrain from wearing shorts, tank tops, halter tops or other inappropriate items. Please keep in mind it is important that we portray a positive and professional image to our students. Business attire is expected of all staff excluding custodial and transportation. Casual days may be set by administration.

14. DRUG-FREE WORKPLACE

NICS is a drug-free workplace and staff members are required to abide by the terms set forth in Board Policy #405.5 which states, "The board expects the agency and its employees to remain substance free. No employee will unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of, in the workplace, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcoholic beverage as defined by federal or state law. "Workplace" includes agency facilities, agency premises or agency vehicle. It also includes non-agency property if the employee is at any agency-sponsored,

agency-approved or agency related activity, event or function, such as field trips or athletic events where students are under the control of the agency or where the employee is engaged in school business.”

15. EMERGENCY SCHOOL CLOSINGS

Classes may be canceled or dismissed due to unsafe weather and road conditions; contagious diseases; loss of power, water or heat; the condition of the building, or other causes. If the building is habitable, the principal and custodians will attempt to report for duty or remain on duty. The general public and staff members will be informed through local television and radio stations. Families and staff may also sign up for School Alerts (log on to the district website at www.northiowa.org and click on **North Iowa Alerts** on the bottom of the home page) to receive instant emails or text messages with information about school closings, early dismissals, late starts, etc.

16. MAIL HANDLING

The district processes mail through the Business Office. An outgoing mail box is available for all staff to deposit outgoing mail for daily delivery pending the following procedures.

All mail submitted must have a return address. If you use district envelopes please write or stamp your school name on the **front** of the envelope below the return address, so that returned mail can be routed to you. Be sure contents are folded and stuffed **completely inside** envelope. Mail protruding above the crease in the flap jams the postal machine. If using window envelopes, check through them to make sure **addresses** are not obscured by corners of pages, and contents are facing the proper direction to show through the window.

Progress reports/report cards have individual data so must be mailed First Class.

Do not **over-stuff** envelopes. Overstuffed #10 envelopes (more than ¼ inch thick) can cost more to mail than the same contents in a 6” x 9” manila envelope. Crease the contents--round folds can increase the thickness of an envelope, putting it into a more expensive category. Very large manila envelopes bump the piece into parcel rate.

The district will NOT pay for mailing personal materials or mailings from privately funded clubs/groups, booster clubs or fundraisers. These mailings will be charged to your clearing account. Please attach a note to these mailings with group and quantity – this will assist you to identify charges when they are billed back.

All incoming mail will be placed in the secure employee mailboxes daily.

17. SOCIAL NETWORKING

Social networking is powerful communications tools that have a significant impact on organizational and professional reputations. Because they blur the lines between personal voice and institutional voice, NICS has crafted the following guidelines to help clarify how best to enhance and protect personal and professional reputations when participating in social media.

Social media are defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to LinkedIn, Twitter, Facebook, YouTube, and MySpace.

Both in professional and institutional roles, employees need to follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and guidelines for interacting with students, parents, alumni, donors, media, and other district constituents apply online as in the real world. Employees are liable for anything they post to social media sites.

- **Protect confidential and proprietary information:** Do not post confidential or proprietary information about NICS District, students, employees, or alumni. Employees who share confidential information do so at the risk of disciplinary action or termination.
- **Think twice before posting:** Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on you and the district. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it, consider whether you should post it online.
- **Be respectful:** Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the poster and/or the university and its institutional voice.
- **Remember your audience:** Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes prospective students, current students, current employers and colleagues, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
- **Personal Views:** If you identify yourself as a NICS District faculty or staff member online, it should be clear that the views expressed are not necessarily those of the institution.
- **Photography:** Photographs posted on social media sites easily can be appropriated by visitors.
- **Be aware of the legal liabilities involved:** Some courts have ruled that outside parties can pursue legal action against individual bloggers for postings deemed defamatory, obscene, proprietary or libelous. You should exercise caution, judgment and integrity with regard to exaggeration, colorful language, use of copyrighted materials, unsupported assertions, and derogatory remarks or characterizations. If you are unsure about whether a posting may carry risks of personal legal liability for yourself, you may want to consult with your own legal advisor.
- **Be Considerate:** Remember that anyone, including your colleagues, may be actively reading what you publish online. In choosing your words and your content, it's a good practice to imagine that your supervisor and your family are reading everything you post. It's all about judgment: using your Facebook to bash or embarrass the district, our students, our parents or your co-workers isn't smart or professional.

18. TERMINATION OF EMPLOYMENT

Voluntary terminations of NICS District employment will be with the submission of a letter of resignation to the Board of Education. A minimum of 2 weeks notice for support staff, up to 4 weeks notice for administration and faculty staff is encouraged.

Any employee absent 5 consecutive days without notice to his/her immediate supervisor, will have assumed to have resigned effective on the first day of absence. An employee will receive his/her paycheck at the end of the regularly scheduled pay period in which the employment has come to an end. Final adjustments may need to be compensated on the pay period immediately following.

Employees leaving NICS District will be notified of any eligibility for continuing benefits under the COBRA continuing coverage or other applicable acts.

Outgoing employees will be provided with an opportunity to submit an exit survey or participate in an exit interview. All NICS District identification, property, keys and equipment must be returned on the last day of employment. Final paychecks may be held or reduced until all items are properly accounted for.

19. TRAINING

19.1 CHILD ABUSE REPORTER TRAINING

Certification for child abuse reporting is required for all certified staff and highly recommended for all non-certified staff working with or near children. New employees must complete training within six months of their employment. This training requires updating every five (5) years, and is available on Heartland AEA's website: https://training.aealarningonline.org/index_login.php. A non-license certificate is available for non-licensed staff (Paraprofessionals not seeking Paraprofessional Certifications, Custodians, Secretaries, Food Service Personnel, and Transportation Drivers).

- Once you've accessed this website, click on "PROFESSIONAL DEVELOPMENT".
- Click on "Mandatory Reporting and Non-Mandatory Online Trainings", and then again "Mandatory Reporting and Non-Mandatory Online Trainings". Then "click here to enter".
- Login with your registered AEA Username and Password. If this is your first time, click "register into the system"
- Select Course Catalog from the Options Menu.
- Find Mandatory Reporting of Abuse – and Register
- Read course materials on the screen and answer the questions as prompted.
- A certificate will be mailed to you from the AEA, after the web training is completed. The administration office needs a copy of your certificate for your personnel file.
- For those who will be renewing their teaching license, this training will be required before you can renew your license.
- If you have problems, call 800-362-2720 and ask for the professional development department.

19.2 BLOOD BORNE PATHOGENS TRAINING

Employees in many different occupations are at risk of exposure to blood borne pathogens, including Hepatitis B, Hepatitis C, and HIV/AIDS. Annual training is required for all employees. On-site training is provided to all employees during the all-staff training day in August of each year. If you are absent for this training or hired mid-school year additional training is available via the Heartland AEA website. See Child Abuse Reporter Training for instructions, and select Blood borne pathogens training instead.

19.3 ASBESTOS AWARENESS TRAINING

Asbestos is a serious health hazard commonly found in our environment today. It is important for employees who may work in buildings that contain asbestos to know where it is likely to be found and how to avoid exposure. Annual training is required for all employees. On-site training is provided to all employees during the all-staff training day in August of each year. If you are absent for this training or hired mid-school year additional training is available via the Heartland AEA website. See Child Abuse Reporter Training for instructions, and select Asbestos Awareness Training instead.

19.4 CIVIL RIGHTS TRAINING

As eligible participants in the federally assisted child nutrition program (CNP), the people we serve have certain rights. Annual training is required for all employees. On-site training is provided to all employees during the all-staff training day in August of each year. If you are absent for this training or hired mid-school year additional training is available via the NICS Staff Only website. See Business Manager for complete instructions.

19.5 HAZARDOUS CHEMICAL TRAINING

Each district employee shall review the information about hazardous substances annually. Further, when a new district employee is hired, the information training, if necessary, shall be included in the orientation of the employee. When an additional hazardous substance enters the workplace, information about it shall be distributed and training shall be conducted for the appropriate employees. On-site training is provided to all employees during the all-staff training day in August of each year. If you are absent for this training or hired mid-school year additional training is available via the Heartland AEA website. See Child Abuse Reporter Training for instructions, and select Hazardous Chemical Training instead.

20. ACCEPTABLE USE

20.1 COPY MACHINES

The use of district copy machines should be limited to business purposes only. Personal copies are not allowed without prior approval and payment to the business manager.

**Black/White, one sided = \$.05 per page Black/White, two sided = \$.10 per page,
Color, one sided = \$.20 per page Color, two sided - \$.25 per page.**

Duplication of copyrighted material is NOT permitted, unless permission has been granted, in writing, from the organization that holds the copyright. You must follow the provisions of copyright laws and it is your responsibility to know the law. Secretaries are not authorized to reproduce copyrighted material.

20.3 INTERNET AND COMPUTER USAGE

All computer and network use must be consistent with the purpose of NICS District. Activities in direct support of this purpose (e.g., professional development, administrative communications, grant applications, net product announcements and instruction) are acceptable. For-profit activities including fund-raising and public relations activities, advertising and extensive use for private or personal business are unacceptable. The following statements represent a guide to the acceptable use of NICS District Network Services. Users are advised that acceptable use policies of other Internet networks must be adhered to and followed, including those of the sponsoring networks.

- All use of the network must be consistent with the mission and purpose of NICS District.
- The network is not to be used for illegal purposes.
- The network is not to be used to transmit threatening, obscene or harassing materials.
- Users of the network are not to disrupt or interfere with other network users, services or equipment. Disruptions including but are not limited to the use of unsolicited advertising, propagation of computer worms or viruses and using network access to make unauthorized entry into other machines accessible via the network.
- Users of the network will respect the intellectual property rights and privacy rights of others; therefore it is unacceptable for users to access information and resources unless permission to do so has been granted by the owners or holders of the rights for the information and resources.
- Users of the network accept the rights and responsibilities of individuals and institutions.
- Users of the network accept the responsibility for appropriate use and online etiquette.

20.4 TELEPHONE

The NICS District phone system is for business use only. No personal calls will be charged to the school telephone number.

20.5 FACILITIES

All NICS District facilities are tobacco-free. Beginning July 1, 2008, House File 2212—Smoke Free Iowa—prohibits smoking in all enclosed areas within public and private educational facilities,
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including but not limited to work areas, private offices, conference and meeting rooms, classrooms, auditoriums, employee lounges and cafeterias, hallways, restrooms, elevators, stairways and stairwells, and vehicles, owned, leased, or provided by the employer. Tobacco use is also prohibited on all school grounds, including parking lots and any other outdoor area under the control of a public or private educational facility, including inside any vehicle located on such school grounds. There are scheduled penalties for persons and businesses that violate the law.

20.6 VEHICLE USE

The board expects all staff driving district owned vehicles to observe traffic laws, including the mandatory seat belt laws. A traffic violation, which results in a citation by a law enforcement officer and a resultant conviction, when the staff member is in an agency owned vehicle, will result in disciplinary action, if the fault of the incident is that of the staff member.

20.7 BUILDING KEYS AND IDENTIFICATION/KEY CARDS

The NICS Business Office maintains and issues door keys for its facilities employees.

20.7.1 ISSUANCE OF KEYS

Upon employment, the Business Office will issue a key(s) to an employee. Employees will only be given keys needed to perform their assigned duties. Individual staff members receiving keys will be held responsible for their safekeeping. At the time of issue the employee is required to sign a log. This log identifies the employee and the key number of the key assigned. The key log is on file in the Business Office.

20.7.2 LOSS OF KEYS

Lost keys must be reported immediately by telephone and submitted in writing to the Business Office. The Business Office will notify the Superintendent and evaluate the effect on building security of any lost key and change locks as appropriate.

20.7.3 KEYS NOT NEEDED

If at any time during the course of employment a key is no longer needed it shall be returned immediately to the Business Office.

21. TRAVEL PROCEDURES

To be eligible for reimbursement, all travel for district employees must:

- 1) be properly authorized
- 2) be actually incurred
- 3) be necessary for fulfilling the responsibility of the department and
- 4) be conducted in the most economical manner for the district.

Official travel by NICS District employees must be approved by the superintendent in advance.

Each employee MUST complete the "Vehicle Request" AT LEAST 24 HOURS prior to DEPARTURE.

Travel for all certified and non-certified staff must be approved by the appropriate building principal and superintendent and submitted to the transportation secretary for processing. The transportation department will review the "Vehicle Request" for compliance to travel procedures, make any necessary reservations. The transportation department will notify employee if a school vehicle is unavailable and may ask that a personal vehicle is used instead. The district will reimburse the employee mileage for this situation.

The NICS District requires all travel to be properly documented not only for accountability purposes. Travel logs sheets can be found in each vehicle and must be completed by each driver upon returning the vehicle to the district.

21.1 TRAVEL TO PROFESSIONAL CONFERENCES/MEETINGS

NOTE: THE FOLLOWING APPLIES WHEN THE EXPENSES FOR THE CONFERENCE ARE TO BE COMPLETELY REIMBURSED BY DISTRICT FUNDS:

A "Vehicle Request" must be submitted to the appropriate administrator for approval. If approved, the administrator then forwards the request to the transportation director for reservation of a vehicle. All expenses must be documented.

Lodging: When making reservations for motel rooms when the school is responsible for payment of the invoice, please call in advance to the motel and make the reservations. Guarantee them to North Iowa Schools and give the purchase order number. When you arrive at the motel, give the desk clerk the purchase order and P-Card for payment. Some motels may require that you FAX a copy of the purchase order in advance.

Original receipts showing the dates of the stay at the establishment and the amount charged per day, plus the tax, if any, must be submitted. (Credit card receipts are not acceptable documentation). The district **will not** pay for extra items added to the lodging bill such as phone calls, health facility fees, meals, movies, and other incidentals.

Airfare: Original receipt (usually marked "passenger receipt" in ticketed booklet) must be submitted. (Credit card receipts are not acceptable documentation.) Air travel allowance is limited to coach fare.

Meals: Meals are reimbursed on a standard amount per day. The amount is based on the Federal Per Diem Rates published annually at <http://www.gsa.gov/perdiem>. Current rates dictate that meal reimbursements will not exceed \$80.00 per day and applies only to overnight trips, not day trips unless pre-approved by the superintendent.

Transportation: If a private car is used to reach the conference location, the number of miles must be clearly documented. The reimbursement is based on the standard mileage rate times the number of miles. Distances from cities must be calculated using the Rand McNally Atlas mileage charts or the State of Iowa mileage chart published by the Iowa Department of Transportation. In no instance will the amount of the reimbursement exceed the cost of an airline coach ticket. This reimbursement is made **only** to the individual who drove the vehicle. The standard mileage rate is set annually. The current mileage rate is \$0.65 per mile.

21.2 IN-DISTRICT TRAVEL

In-district travel is defined as travel within the school district or the immediate vicinity. (No overnight travel is reported in this category.) This type of travel is usually submitted on the reimbursement

form only if a school vehicle was unavailable. The traveler will use the most economical and practical mode of travel from the standpoint of time, cost and standard travel route. The supervisor is responsible for this determination. Exceptions must be fully explained and approved by the supervisor. Reimbursement will be made at the standard mileage rate for travel within the district to conduct official business. This includes required travel from one district building to another, travel to required meetings, and home visits. This does not include travel from your home to your place of work.

21.3 DISTRICT PROVIDED VEHICLES

There are instances where district employees are authorized to use district provided vehicles to perform their duties. Any employee that uses a district vehicle must sign and submit a vehicle request form.

21.4 ACCIDENT/DAMAGED VEHICLE

Notify the business manager of circumstances surrounding the accident. Complete an accident report and return it to the business manager within 24 hours. Report forms are available from the business manager. Auto insurance identification cards are kept in each Agency vehicle. Vandalism will require police reporting through the transportation director or business manager.

22. PURCHASING POLICY & GUIDELINES

The NICS District expends over \$2.3 million annually to vendors for services and merchandise. Over 2,300 checks are written from four bank accounts, utilizing more than 1,400 accounting codes and 588 vendors. Auditors for public funds require a strict accounting of all school district funds. We have developed this procedure handbook which, if followed, will allow for a clear accounting trail. Please keep in mind that we make every effort to handle things efficiently and simply while still following the stringent laws given to us in the Code of Iowa and the NICS Board Policies.

The cooperation of all employees is essential if the district is to obtain the maximum value for each tax dollar spent. While this manual does not answer all questions related to purchasing and accounting procedures, it does provide the foundation for a sound financial management system.

It shall be the responsibility of the superintendent to approve purchases, except those authorized by or requiring direct board action. The superintendent may coordinate and combine purchases with other governmental bodies to take advantage of volume price breaks. Joint purchases with other political subdivisions will be considered in the purchase of equipment, accessories or attachments with an estimated cost of \$50,000 or more.

The superintendent shall have the authority to authorize purchases without competitive bids for goods and services costing under \$5,000 without prior board approval. For goods and services costing more than \$5,000 and less than \$25,000, the superintendent shall receive quotes of the goods and services to be purchased prior to approval of the board. Competitive bids are required for purchases, other than emergency purchases, for goods and services that cost \$25,000 or more, including construction contracts and school buses.

22.1 RELATIONS WITH VENDORS

All financial and business transactions of the district shall be carried out in conformity with the law and consistent with sound ethical business practices. All Purchasing decisions shall be made on the basis of objectivity and shall not be influenced by friendship or other personal relationships. Business is to be conducted honestly, openly and with integrity. Avoid conflicts of interest situations by not conducting business with a company or firm in which the official or any member of the official's family has a vested interest. Avoid using the position for personal gain. Never accept or offer illegal payment for services rendered. Refrain from accepting gifts, free services, or anything of value for or because of any act performed or withheld.

Permit the use of school property only for officially authorized activities. Refrain from soliciting contributions from subordinates or outside sources for gifts or donations. If you do receive a gift or donation, the amount should not be more than is authorized by Iowa Code.

22.1.1 RETURN POLICY FOR SCHOOL DISTRICT

If an item that was ordered on a Purchase Order needs to be returned the following steps should be followed:

- Contact the vendor to get return instructions, if the reason for the return is because of the company, require them to send a UPS call tag
- If the company has already been paid for the product, contact the accounting office to alert them that a credit memo should be issued on the purchase order.
- If the district changes its mind about style, color, model after the item is delivered, the district will most likely be asked to pay the original freight and the return shipping. There may also be a restocking fee. These non-refundable charges will be expensed from the original budget codes.

22.2 LOCAL PHONES

Do not call WCTA or any other phone carrier to change services. Do not to use directory assistance unless absolutely necessary. Phone companies are charging large fees to use these special services since they have had to lower their long distance fees to stay competitive.

Do not use district phone lines to make long distance personal calls. This is considered a misuse of public funds.

22.3 PURCHASING FORMS

22.3.1 PURCHASE ORDER REQUEST

Any purchases for items not carried in bulk by the district should be ordered using a requisition entry in weblink. This must be approved by your building principal and superintendent.

- When ordering merchandise from a vendor, a purchase order must be used. ALL ORDERS MUST BE APPROVED IN ADVANCE by electronic approval.
- Teacher/originator completes purchase requisition (this includes company name, address, catalog numbers, detail descriptions, shipping charges, and any special

requests) and submits it to the building level principal for approval. This will be done electronically.

- The building principal reviews the requisition. If approved, the building principal will forward the signed purchase order to the superintendent's office for the approval of the superintendent.
- Once approved, the superintendent will forward the approved purchase request to the business manager.
- Business Manager will assign a purchase order number to the request.
- Merchandise can then be ordered by employee requesting the purchase. *See P-Card for Optional payment requirements.
- Upon receipt of the merchandise, the employee who placed the order should turn in any packing slip to the business manager after checking in each item on the order and marking it received.
- Vendors have been notified to only accept purchase orders with an approved signature. Noncompliance with this requirement may result in the school district holding the employee responsible for the expenditure. **North Iowa CSD will not be responsible for payment of purchases made without an approved purchase order.**
- State Tax Exemption – The North Iowa CSD is exempt from payment of sales tax under state law. The reason for claiming this exemption is that the purchased items are for the operation of a public school.

22.4 ORDERING SUPPLIES/EQUIPMENT TO BE PAID FOR BY AN OUTSIDE SOURCE.

- Always use a purchase order.
- In the coding section of the purchased order, use the code to which your purchase would ordinarily be charged.
- On the body of the purchase order indicate which outside source will be donating funds for payment of this purchase.
- Follow through with the purchase order procedure.
- When merchandise is received, the principal or other employee will submit request for reimbursement to the donor source.

This procedure also applies to Booster Club Purchases and field trip fees.

No personal items should ever be bought using a district purchase order. In addition, all items requisitioned must be shipped to a district location. No items should be shipped to a personal residence.

In preparing purchase order requisitions, all items to be ordered from one vendor should be put on one requisition, thus limiting the amount of paperwork handled. By the same token, when

purchasing several related items but from different vendors, a separate requisition should be prepared for each vendor. The goal of the purchasing department is to process all purchase requisitions within 48 hours of receipt.

If you are in need of an emergency purchase order, the requestor should contact the Business Office for immediate assistance. Emergency purchase order requests must, of course, be for small amounts within appropriate current budget allocation balance. The requestor should keep in mind that the fewer times an item or group of items is ordered each year, the greater the savings in time, money, effort and efficiency.

In requisitioning new classroom furniture, principals are requested to first consult the building custodian to see if there is existing used furniture in stock to satisfy the need.

22.5 RECEIVING ITEMS ORDERED

Anytime an item is ordered on a purchase order, the business office must receive the packing slip from all packages to verify items upon payment due. Mark on the packing slip all items that you have received. If numerous items are listed and you have received all items you only need to sign, date and mark all items received.

If you did not receive all the items on the purchase order circle the items in the quantity box that you have received. Then sign, date, and submit a copy to accounting so a partial payment may be made to the vendor. When you receive or cancel the remaining items, sign, date, and submit the original Delivery to accounting so the purchase order can be completed.

If you know that some items on the purchase order will not be received (item discontinued), be sure to write that on the Delivery prior to submitting to accounting for payment. This will allow the business office to close the purchase order for those items you will not receive.

23. PURCHASING CARD POLICIES (P-CARD)

23.1 P-CARD POLICY

The P-Card shall be used only in strict conformity with the NICS District's policy and procedures and within the terms and conditions of the Cardholder agreement from MasterCard. The P-Card may be used only by the NICS District employee whose name is embossed on the card. No other person is authorized to use the card. Each cardholder is responsible and accountable for all transactions that occur on his or her card. The P-Card is to be used for district-authorized purchases only and cannot be used for any personal use. The P-Card issued to the cardholder is the property of NICS District and can be canceled at any time. Periodic audits will be performed to ensure the cardholder is in compliance with the policies and procedures.

NICS District only allows certain purchases to be made using the P-Card. Each cardholder has a designated credit limit for monthly purchases, daily purchase, credit limit and single purchase credit limit. Intentional circumvention of these limits is strictly prohibited. This includes splitting a transaction amount with the same vendor or multiple vendors for purchases that would otherwise exceed the cardholder's limits.

23.2 P-CARD PROCEDURES

The cardholder is responsible for maintaining adequate receipts for goods and services purchased with the P-Card. The cardholder must contact the vendor directly to resolve any discrepancies or incomplete orders. The documentation retained should include sales receipts, packing lists (if applicable) and credit card transaction receipts. A transaction log using Microsoft Excel is available to assist the cardholder in tracking purchases that must be reconciled to their account statement each month. Any incorrect charges, duplicate transactions or missing credits must be addressed directly between the cardholder and the vendor. Upon completion of the reconciliation, the cardholder must sign the Approval Form documenting their agreement with the transactions appearing on their account statement.

23.3 HOW P-CARD WORKS

- The Superintendent authorizes issuance of a P-Card to an employee.
- Business Manager coordinates issuance of a P-Card to an employee.
- Cardholder submits a purchase request as described in the Purchasing Policy.
- Purchase Request is approved and Business Manager issues a PO Number and authorizes the transaction for the employees P-Card.
- Employee's P-Card is distributed to employees along with approved PO for employee to order and pay for approved items.
- Employee orders/purchases approved merchandise and authorizes Vendor to process the card information to obtain authorization for the purchase.
- Bank receives the transaction information electronically from MasterCard.
- Bank verifies the account number and spending control limits on the card.
- Cardholder receives the merchandise and a copy of the receipt.
- Cardholder retains the original receipt and/or packing slips for monthly remittance and returns the P-Card and receipts to the Business Office for safe retention (unless approved by superintendent to permanently possess the P-Card).
- Vendor receives payment for the merchandise within 3 days.
- Business Manager receives a monthly consolidated statement for the district, as well as monthly memo statements for each Cardholder who had transactions during the month.

- The Business Office pays the consolidated statement to the Bank eliminating multiple checks to multiple vendors each month saving on processing time, postage, and paper for the district.

23.4 CARDHOLDER IS RESPONSIBLE FOR THE FOLLOWING:

- Holding and securing the P-Card and card number
- Returning card to the Business Office upon completion of payment for safekeeping
- Buying supplies and services
- Informing vendor of tax-exempt status prior to processing sale transaction
- Collecting and saving sales receipts
- Writing the account number or narrative description of the account/project to be charged on the back of each receipt or on the optional transaction log
- Receiving and inspecting all ordered materials and services
- Reporting discrepancies to vendor
- Identifying and handling disputed charges
- Reviewing/verifying charges with the Business Manager.
- Complying with NICS District policy and procedures

23.5 USING THE P-CARD

The Cardholder may purchase supplies or services in person, or place an order by telephone, facsimile or electronically. Internet purchases must be made over a secured transmission. The supplies or services must be immediately available for pickup, or must be shipped or delivered within the monthly billing cycle. The order should not be placed without this assurance. No back-ordering is allowed when using the procurement card.

Telephone Orders: The Cardholder must confirm that the vendor will charge the P-Card when shipment is made so that receipt of the supplies may be certified on the monthly statement. This is also a requirement of the vendor's contract with MasterCard.

Prohibited Purchases: The Procurement Card is to be used for district-authorized purchases only and is not authorized to be used for any personal use.

- The P-Card should not be used for gasoline for your personal vehicle when it is used for business purposes. Business travel incurred when using your personal vehicle will be reimbursed by claiming mileage on a reimbursement request.
- The organization does not provide ATM privileges or cash advances on the P-Card program. Any cash needed while traveling must be either from personal funds or cash advances that are reimbursed upon submitting an expense report.

23.6 REPORTING A LOST OR STOLEN P-CARD

If your card is lost or stolen, the cardholder must immediately contact the Bank and the Business Manager. The cardholder should also complete the Account Maintenance Form documenting the card was lost or stolen and the date that it was noticed missing. Upon notification, the card will be suspended immediately and any charges posted to the account after the "missing date" will be denied. A new card will be issued upon completion of an application and indicate that the card is a

replacement. After the application is received by the P-Card Administrator it will take approximately two (2) days to reissue a replacement card.

Contact List:	Bank:	BMO/Harris Bank	1-800-263-2263 or 1-800-361-3361
	Business Manager:	Gwen Mathahs	641-562-2525x116

- When you are not using your P-Card, it should be immediately returned to the business office for safe keeping (unless the superintendent authorizes the P-Card holder to maintain long-term).
- A canceled card should be destroyed by cutting it up into several pieces prior to disposal.
- When presenting your card for purchases, provide your driver's license to identify you as the authorized user of the card.
- Sign the back of the card and also write "See ID" next to the signature to remind the vendor to look at your personal identification to authenticate the transaction.
- Do not provide your card account number to unsolicited marketing calls.

23.7 DISPUTED TRANSACTIONS

At times there might be disputed transactions appearing on a cardholder's account statement. The dispute may arise due to non-delivery of the goods or services, incorrect billing, duplicate billing, missing a valid credit not processed to the account for a return, altered charges or defective merchandise. When this occurs the cardholder must complete a Disputed Statement Form documenting the reason for the disputed item and other transaction details. The cardholder must submit the form directly to the bank and should also notify the vendor of the discrepancy. The cardholder is responsible for resolving the disputed item with the vendor.

If a vendor does not issue a credit for a returned item within 30 days of the return, the cardholder must also complete the Dispute Statement Form as notification to both the bank and the vendor. Any disputes that cannot be resolved by the cardholder directly with the vendor may contact the bank for assistance.

Contact Information

Telephone: 1-800-263-2263

The bank must be notified of all disputed transactions within 30 days of the statement date.

NOTE ON RETURNED ITEMS: Items should be returned directly to the vendor by whichever means the vendor requires. It is the cardholder's responsibility to determine that proper credit is posted for any returned item. See Purchasing Policy for more guidance on returns

24. REIMBURSEMENTS

Reimbursements can be made for purchases of supplies with a cost less than \$250.00. No reimbursements will be made for invoices in excess of \$250.00. Any purchase in excess of \$250.00 must be pre-approved with a purchase order. This policy ensures the district receives the best price on an item and also ensures district funds are not committed without appropriate approval.

When requesting reimbursement for items purchased under \$250.00 the receipt must meet the following criteria:

- Must be an original receipt (no copies).

- Must show the cost of each item purchased, the total amount of the purchase, the amount paid, no amount is outstanding, and the name of the vendor.

NOTE: It is not acceptable to submit an invoice with a written “pd. by check number XXX.” Anyone can write that information on an invoice. We must have clear documentation on the receipt of payment and clear documentation that no amount is outstanding. The vendor receipt must clearly indicate the total charge, the total paid, and a “0” in the amount due column. (The “0” due must be part of the receipt, not created by just crossing out the amount due.)

Keep in mind that the North Iowa Community School District is exempt from paying Iowa Sales tax; however vendors will not allow you to purchase tax exempt when you are being reimbursed.

25. GRANT PROCEDURES

Forms and procedures for grants will be found under the staff tab on the school webpage.

26. BUDGETS

The annual budget for the district is developed in March and April and submitted to the Board of Directors for approval. Following approval by the Board, the budget must be presented at a public hearing. The final budget is adopted after the public hearing and filed with the county auditor and the Iowa Department of Management prior to April 15th. A copy of the final budget is available upon request at the district’s Business Office or available online at the Iowa Department of Management’s website.

The budget is adopted in a format consistent with the Iowa Department of Education regulations for budget categories and formats. The General Fund (Fund 10) is the general operating fund of the district. The General Fund is used to account for all financial resources except those required to be accounted for in another fund. This is the largest single fund of the district. Law, regulation or resolution restricts all other funds.

26.1 LEVIES AND FUNDS

General Fund (Fund 10): These revenues come from local property taxes and state/federal public school support. Monies are budgeted in the spring for the following school year. Budget spending authority lapses at the year-end for all general fund monies. The budget period runs from July 1 through June 30th of each year. Any monies remaining at June 30 return to the districts General Fund. Remaining monies do not carry over to the building's budget next year.

Student Activity Fund (Fund 21): Student activity funds are first, last, and always public funds that are property of the school district, the same as any other district funds.

Physical Plant and Equipment Levy (PPEL) (Fund 36): The school board may annually certify a regular Physical Plant and Equipment Levy (PPEL) in an amount up to 33 cents per thousand dollars of assessed valuation. The revenues from the PPEL may be used for purchase and improvement of grounds; construction and demolition; payment of debt principal related to construction; acquisition of a single unit of equipment or technology exceeding \$500 in value per unit; remodeling or repair of facilities; energy conservation; facility rental; acquisition of facilities;

transportation equipment, or recreation equipment, and payment of TIF obligations. Revenues may not be used for any purpose not expressly authorized by Iowa Code.

Public Education and Recreation Levy (PERL) (Fund 24): The voters may approve a Public Education and Recreation Levy (PERL) for an amount up to 13.5 cents per thousand dollars of assessed valuation. Once voted, the PERL continues to be authorized until voters rescind. Revenues from the PERL, also called Playground Levy, are used to establish and maintain public recreation places and playgrounds in the public school buildings and grounds of the district. The PERL revenues are also used to provide public educational and recreational activities within the district and for community education. Iowa Code chapters 300 and 276.

Management Levy (Fund 33): The school board may annually certify a Management Levy. The revenues from the Management Levy may be used to pay the costs of unemployment benefits, costs of liability insurance and agreements, costs of judgments, and costs of certain early retirement benefits. Iowa Code section 298.4.

Local Option Sales Tax (LOST/SAVE) (Fund 33): Statewide sales and services tax monies received for school infrastructure purposes shall be utilized solely for school infrastructure needs or school district property tax relief. "School infrastructure" means those activities for which a school district is authorized to contract indebtedness and issue general obligation bonds under Iowa Code section 296.1, except those activities related to a teacher's or superintendent's home or homes.

These activities include the construction, reconstruction, repair, demolition work, purchasing, or remodeling of schoolhouses, stadiums, gyms, field houses, and bus garages and the procurement of schoolhouse construction sites and making of site improvements and those activities for which revenues under Iowa Code section 298.3 or section 300.2 may be spent. Additionally, "school infrastructure" includes the payment or retirement of outstanding bonds previously issued for school infrastructure purposes, and the payment or retirement of bonds issued under Iowa Code section 423E.5.

Debt Service Levy (Fund 40): The voters may approve bonded indebtedness for a period up to twenty years and approve a rate for a debt service levy up to \$2.70 per thousand dollars of assessed valuation. However, the voters can also approve to exceed that rate limit up to \$4.05. The proceeds from the sale of the General Obligation Bonds are deposited in a Capital Project Fund to be used for the costs of the project. The revenues from the Debt Service Levy are deposited in the Debt Service Fund to be used to retire principal and interest on the bonds.

School Nutrition (Fund 61): Used to account for all transactions for the nutrition program authorized by Iowa Code chapter 283A.

Regular Education Preschool (Fund 63): Used to account for all financial transactions for preschool programs with instructional components for students who were less than 5 years on September 15 and who are not served pursuant to an IEP. These programs are financed by categorical aid for regular education preschool programs and fees to parents or guardians.

Wellness Center (Fund 65): Used for community service enterprises associated with the District's community wellness center.

FFA (Fund 68): Used for enterprises that support the school's FFA program.

Scholarship Trust Funds (Fund 81): Used for enterprises that support the school's scholarship program.

27. CASH MANAGEMENT

All disbursements of district funds must be made in accordance with district procedures. We are accountable to the taxpayers who provide these funds, and we are also audited each year to ensure we follow established practices for making disbursements.

As previously mentioned, schools are allotted funds annually based on an approved budget. In addition to funds managed at the district level, schools also receive monies through fundraisers, donations, sales, etc. The activities of all funds must be reported monthly to the School Board. All funds collected by students and employees for school activities must be accounted for in the district's accounting system.

27.1 PETTY CASH

Petty cash for postage and change is kept in the elementary office. Receipts must be retained and a Petty Cash Record entry completed for all transactions.

27.2 VENDOR PAYMENTS

A purchase order is required for any district employee to charge anything to a vendor. (See Purchasing Procedures) The vendor will ship the goods in accordance with the purchase order and then will bill the district for the goods. No goods may be shipped to a personal residence.

Do not ask vendors to charge without a purchase order. A purchase order is what commits the district's financial resources. District employees do not have the right to charge anything to any vendor without a purchase order.

27.3 PAYMENT SCHEDULE

The Business Office produces checks to vendors, travel, mileage, reimbursements and direct pays for purchase orders once each month the Wednesday following the normally scheduled board meetings. The expense will be included for payment on the list of bills that is prepared for the next regular Board meeting. Board meetings are normally scheduled for the second Monday of each month.

28. REVENUE PROCESSING

At times schools receive money from parents, patrons, students and personnel for various items. All monies received must be accounted for and handled appropriately. All monies that belong to the school should be delivered timely for deposit in the district accounts. All schools and programs receiving money are required to have a safe and secure location for all money in their possession. All funds should be given to your building secretary for proper receipt as often as daily, but no longer than once per week. At no time should a district employee hold more than \$100.00 of district money in their possession without turning it into their building secretary for proper receipt. Numbered receipts will be issued for any receipt.

Student treasurers are responsible for accurate accounting records. Sponsors for each activity are responsible for monitoring the treasurer's records.

Checks payable to the North Iowa Community Schools must be submitted to the business manager to be deposited to a school account. Checks may not be cashed in the office. Accept checks payable only to the North Iowa Community Schools. Do not accept two-party checks.

Funds Collected During Activities (gate receipts and concessions): At least 2 people are to count the funds and complete the reconciliation form at close of the activity. The athletic director will put the money in the school safe until deposited. **Do not keep money in classrooms or offices overnight.**

28.1 RENTAL OF SCHOOL PROPERTY

The Board of Trustees for the district has established policies as it pertains to renting school property for non-school activities. Guidelines have been established and are administered by the Superintendent. These guidelines and procedures are available with the business office and/or building secretary and found in Board Policy 905. All reserved rooms should be added to the District's Facility Request Site for proper notification to faculty, custodial, and administrative staff. This can be done via the HS Media Center workstation or by district employees via the staff only website.

28.2 TEXTBOOK FINE COLLECTIONS

Schools are required to charge students for lost or damaged books. These monies must be collected from the student and then submitted to the Business Office to deposit in the district's General Fund. These fines are not to stay with the instructor.

29. SAFETY PROVISIONS

The Board shall provide and maintain a safe place of employment. All employees shall endeavor, in the course of performing the professional duties associated with their employment, to be alert to unsafe practices, conditions or equipment, and to report the same to their immediate supervisor.

30. REDUCTION OR REALIGNMENT OF STAFF PROCEDURE

In the event that layoffs become necessary, the board will first attempt to accomplish staff reduction by attrition. In the event attrition is not an option or additional reductions are required, the administration will recommend to the Board what reduction(s) or realignment(s) best meet the needs of the school district.

Employees selected for staff reduction shall be notified in writing no later than April 30 by certified mail or by personal delivery. (or, the date specified by the Code of Iowa for termination).

31. TRANSFER PROCEDURES

The Business Manager will make a list of vacancies available to staff during the school year upon knowledge of actual vacancies.

Employees who desire a transfer may file a written statement of such desire with the Superintendent. All written statements will be given consideration, with the final decision(s) being made by the Superintendent.

32. CERTIFIED EMPLOYEE EVALUATION PROCEDURES

Notification:

The Board will, within four (4) weeks after the start of the school year, identify to each employee the supervisory individual who will be responsible for that employee's evaluation. The supervisor shall notify the employee of the evaluation procedures and discuss with the employee the criteria that will be used in the evaluation as set forth in the evaluation instrument. The evaluation standards criteria and instrument adopted by the Board will be provided to the teachers in this orientation.

A new employee or an employee reassigned after the beginning of the school term shall be notified, by the appropriate supervisor, of the evaluation procedures in effect. Such notification shall be within two (2) weeks of the employee's first day in his/her new assignment. The evaluation standards criteria and instrument adopted by the Board will be provided to the teachers in this orientation.

A designated building principal or other appropriate supervisor of employees not assigned to a building shall be responsible for the notification and evaluation of all such employees.

No formal evaluation shall take place until such orientation has been completed.

Observations:

All observations of an employee shall be conducted with the full knowledge of the employee, and solely for the purpose of evaluation toward the improvement of professional performance as a means of assuring the most competent educational techniques.

A. Pre-Evaluation Conference. A pre-evaluation conference must be held between the appropriate supervisor and the employee at least one (1) school day prior to the first observation so that the evaluator may be apprised of the objectives, methods, and materials planned for the classroom performance situation to be evaluated.

B. Length. Each formal written observation report shall be preceded by at least one (1) observation of at least thirty (30) consecutive minutes.

Provisional Teacher Evaluation:

Provisional teachers, as set forth in the Code of Iowa shall meet all Iowa Code requirements in their first three years of employment. The District shall adhere to all Iowa Code Timelines, requirements and procedures.

Teachers who are assigned to more than one center will be formally evaluated by only one principal/supervisor.

Each employee shall receive advance notification as to the date and time of the evaluation.

There shall be at least a fifteen (15) day period between each evaluation unless otherwise requested by the employee.

Career Teacher Evaluation:

The Career Teacher will be evaluated on a three-year cycle. In that cycle there will be the following:

- A. Self Assessment
- B. Professional Growth
- C. Formal Observation
- D. Summative Evaluation Narrative

The Career Teacher Evaluation will be based on the eight (8) Iowa Teaching Standards established in IAC 281.

Formal Observation:

Each employee will be observed by his/her immediate supervisor at least once during the employee's first semester of employment and once during the employee's second semester of employment or any year of probation. All other employees will be observed by his/her immediate supervisor at-least once every three (3) years.

At the end of a three-year cycle the employee will receive a written summative evaluation/narrative.

Evaluation Conference:

A copy of each written evaluation shall be given to the employee and a conference shall be held between the employee and the evaluator within ten (10) school days prior to said conference.

A copy signed by both parties shall be given to the employee. The employee's signature shall only indicate the employee's awareness of the evaluation and shall not be interpreted to mean agreement with the evaluation. No employee shall be required to sign a blank or incomplete evaluation. Only documents that have been signed and dated by both the employee and the immediate supervisor shall be contained in the employee's evaluation file.

Intensive Assistance:

An employee identified as not meeting the Iowa Teaching Standards will be placed on Intensive Assistance as provided by Iowa Administrative Code [281], Chapter 85.5(3).

The Plan shall:

NICS District Employee Manual

- A. Identify the standard(s) documented as deficient;
- B. An action plan to provide Assistance;
- C. Assessment of performance in regard to the standards in question; and
- D. An employment recommendation. The recommendation shall be:
 - 1. Concerns addressed, no longer in need of intensive assistance.
 - 2. Progress noted, needs additional intensive assistance.
 - 3. Concerns not addressed, termination may be recommended.

Evaluation File:

Each employee has the right to review and copy all evaluation documents contained in his/her file, which shall contain all documents and information that deal with said employee's evaluations. Confidential letters of recommendation may be excluded from the file at the time of employee review. Only information from this file can be used in evaluation of the employee.

Complaints directed toward an employee which are to be placed in his/her evaluation file shall be called to the employee's attention in writing before the complaint is put into the employee evaluation file.

The employee has the right to respond in writing to any and all evaluation comments entered in the file and to have such written response in his/her evaluation file.

Informal Evaluations:

Nothing in this employee manual is to be construed as precluding informal evaluations or observations. If a written notation is made of an informal evaluation to be included in the employee's personnel file or a written complaint is to be in the employee's personnel file, copy of such notation or complaint shall be given to the employee before the notation or complaint is put into the employee's evaluation file. The employee may, within five (5) school days of receipt of the copy, submit a signed, written response which shall be attached to the notation or complaint in question.

Response:

If the employee feels his/her evaluation is unfair, unjust or inaccurate, he/she may respond to the evaluation and submit a written response to his/her evaluator. The response shall be attached to any file copy of the employee's evaluation and shall be signed and dated by both parties to indicate awareness of the content.

Right to Grieve:

An employee may file a grievance concerning any evaluation within the time permitted by the Grievance Procedure in this agreement. The grievance must assert that the evaluation procedures were not followed.

Complaints:

The District will take no action on complaints until the employee has received written notification of the complaint. The employee shall be informed of any action that is being considered regarding the complaint and shall have the option of being present at any meeting to discuss such action. The employee has the option to have present at any such meeting a member of the executive council of the Association.

Abuse Complaint: As soon as the Administration is aware of any possible investigation of abuse charges brought by any party against an employee, if legally permissible, the Administration shall immediately notify the employee.

33. GRIEVANCE PROCEDURE

A grievance shall be a claim by an employee that there has been an alleged violation, misinterpretation, or misapplication of any specific provision of this Employee Manual.

A. All grievances must be presented within twenty (20) working days of the date of occurrence of the event which caused the grievance. The failure of an employee to act on any grievance within the prescribed time limits will act as a bar to any future appeal. Time limits may be extended by mutual agreement.

B. An administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The failure of an employee to act on any grievance within the prescribed time limits will act as a bar to any further appeal.

C. If a grievance is filed or arises so late in the school year that there is not time for it to be processed by the end of that school year, and if irreparable harm to one of the parties should result if the grievance should be left unresolved until the beginning of the following school year, the time limits set forth in this Agreement shall be reduced so that the grievance procedure may be completed prior to the end of the school year or within a maximum of thirty (30) days thereafter.

D. A grievance may be represented at all pre-arbitration stages of the grievance procedure by himself/herself and, at his/her request, by an Association representative or other selected representative.

33.1 Grievance Process Procedure

A. First Step: An attempt shall be made to resolve any grievance in informal, verbal discussion between complainant, the Association, and his/her principal.

B. Second Step: If a grievance is not resolved informally, the aggrieved employee shall file the grievance in writing with the building principal within twenty (20) working days after the informal conference with the building principal. The written grievance shall state the nature of the grievance, shall specify the specific article(s) of this Agreement which have been violated, misinterpreted, or misapplied; and shall state the remedy requested.

Within ten (10) working days after the grievance has been filed with the principal, the aggrieved employee, the Association representative, and the principal shall meet to discuss and attempt to resolve the alleged grievance.

The principal shall communicate in writing his/her decision to the aggrieved employee, the Association representative, and the Superintendent within ten (10) working days following the meeting.

C. Third Step: If the grievance has not been satisfactorily resolved at the Second Step, the aggrieved may refer the grievance to the Superintendent within ten (10) working days of the same written decision. Within ten (10) working days after the written grievance is referred the aggrieved, the Association, and the Superintendent shall meet in an attempt to resolve the grievance. The Superintendent shall file an answer within ten (10) working days of the meeting and communicate it in writing to the employee, the principal, and the Association.

D. Fourth Step: If the grievance is not resolved satisfactorily at Step Three, there shall be available a fourth step of binding arbitration. The Association may submit, in writing, a request on behalf of the Association and the grievant to the Superintendent within thirty (30) days from receipt of the Step Three answer to enter into such arbitration. The arbitration proceedings shall be conducted by an arbitrator to be selected by the two parties within ten (10) days after said notice is given. If the two parties fail to reach agreement on an arbitrator within ten (10) days, the Iowa Public Employment Relations Board will be requested to provide a panel of seven (7) arbitrators. Each of the two parties will alternately strike one name at a time from the panel until only one (1) name remains.

The arbitrator's decision shall be in writing and shall set forth his findings of fact along with his/her reasoning and conclusions on the issues submitted. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties. The arbitrator, in his/her opinion, shall not amend, modify, nullify, ignore, or add to the provisions of the Agreement. His/Her authority shall be strictly limited to deciding only the issue or issues presented to him/her in writing by the School District and the Association and his/her decision shall be based upon his/her interpretation of the relevant language of the Agreement.

The cost for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and all other costs shall be borne equally by the school district and the Association. Any other expenses incurred shall be paid by the party incurring them.

A formal grievance form as set forth in Schedule A shall be available from each Association building representative. This form shall be signed by the grievant or the Association representative.

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

SCHEDULE A
GRIEVANCE REPORT

_____ Date filed _____

_____ School District

_____ Building

Name of Person Making Claim

SECOND STEP

A. Date Violation Occurred: _____

B. Section of Contract Violated: _____

C. Statement of Grievance: _____

D. Relief Sought: _____

Signature

Date

E. Disposition by Principal or Immediate Supervisor: _____

Signature of Principal or
Immediate Supervisor

Date

THIRD STEP

A. _____
Signature of Aggrieved Person

Date Received by Superintendent

C. Disposition by Superintendent: _____

Signature of Superintendent

Date

FOURTH STEP

A. _____
Signature of Aggrieved Person

Signature of Association President

B. _____
Date Submitted to Arbitration

Date Received by Arbitrator

C. Disposition and Award of Arbitrator _____

Signature of Arbitrator

Date

Schedule B

A copy of the salaries may be acquired by contacting the superintendent.

Schedule C
Required Workforce Postings

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

FEDERAL MINIMUM WAGE

\$7.25 PER HOUR

BEGINNING JULY 24, 2009

- OVERTIME PAY** At least 1½ times your regular rate of pay for all hours worked over 40 in a workweek.
- CHILD LABOR** An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor.
- Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions:
- No more than**
- 3 hours on a school day or 18 hours in a school week;
 - 8 hours on a non-school day or 40 hours in a non-school week.
- Also, work may not begin before 7 a.m. or end after 7 p.m., except from June 1 through Labor Day, when evening hours are extended to 9 p.m. Different rules apply in agricultural employment.
- TIP CREDIT** Employers of "tipped employees" must pay a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. Certain other conditions must also be met.
- ENFORCEMENT** The Department of Labor may recover back wages either administratively or through court action, for the employees that have been underpaid in violation of the law. Violations may result in civil or criminal action.
- Employers may be assessed civil money penalties of up to \$1,100 for each willful or repeated violation of the minimum wage or overtime pay provisions of the law and up to \$11,000 for each employee who is the subject of a violation of the Act's child labor provisions. In addition, a civil money penalty of up to \$50,000 may be assessed for each child labor violation that causes the death or serious injury of any minor employee, and such assessments may be doubled, up to \$100,000, when the violations are determined to be willful or repeated. The law also prohibits discriminating against or discharging workers who file a complaint or participate in any proceeding under the Act.
- ADDITIONAL INFORMATION**
- Certain occupations and establishments are exempt from the minimum wage and/or overtime pay provisions.
 - Special provisions apply to workers in American Samoa and the Commonwealth of the Northern Mariana Islands.
 - Some state laws provide greater employee protections; employers must comply with both.
 - The law requires employers to display this poster where employees can readily see it.
 - Employees under 20 years of age may be paid \$4.25 per hour during their first 90 consecutive calendar days of employment with an employer.
 - Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.



For additional information:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

WWW.WAGEHOUR.DOL.GOV



U.S. Department of Labor | Wage and Hour Division

WHD Publication 1088 (Revised July 2009)

Your Rights Under The Iowa Minimum Wage Law

Hourly Minimum Wage

\$6.20

April 1 to December 31, 2007

\$7.25

Effective January 1, 2008

The minimum wage applies to most hourly wage earners employed in Iowa. Most small retail and service establishments grossing less than \$300,000 annually are not required to pay the minimum wage. The majority of supervisory and administrative employees paid a salary are not covered by the law. Employers are eligible to pay less than the minimum wage for the first 90 calendar days of employment.

TIP CREDIT—The tip credit which an employer may claim with respect to "Tipped Employees" is 40% of the applicable minimum wage. ("Tipped Employees" customarily and regularly receive more than \$30.00 a month in tips.)

Enforcement

The Iowa Division of Labor may bring action against employers who violate the state's minimum wage law. Courts may order payment of back wages. No employer can discriminate against or discharge an employee for filing a complaint or participating in a proceeding under this law.

Contact Information

Iowa Division of Labor
1000 East Grand Avenue
Des Moines, IA 50319-0209
515-281-3606 or 800-JOB-IOWA
www.iowaworkforce.org/labor

Federal Minimum Wage and Overtime Pay

Applications of the minimum wage rates under federal law differ from those under Iowa law. Iowa employers must comply with the more stringent applicable law. Overtime is covered by the federal Fair Labor Standards Act. All questions should be directed to:

U.S. Department of Labor
Wage & Hour Division
210 Walnut Street
Des Moines, IA 50309
515-284-4625
www.dol.gov

The law requires displaying this poster where it can easily be seen by all employees.

Iowa Workforce Development

Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities.
For deaf and hard of hearing, use Relay 711.
70-8035 (04-07)

Job Safety and Health

It's the law!



EMPLOYEES:

- You have the right to **notify your employer or OSHA** about workplace hazards. You may ask OSHA to keep your name confidential.
- You have the right to **request an OSHA inspection** if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in that inspection.
- You can **file a complaint with OSHA within 30 days** of retaliation or discrimination by your employer for making safety and health complaints or for exercising your rights under the *OSH Act*.
- You have the right to **see OSHA citations issued to your employer**. Your employer must post the citations at or near the place of the alleged violations.
- Your employer must **correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated**.
- You have the right to **copies of your medical records and records of your exposures to toxic and harmful substances or conditions**.
- Your employer must **post this notice in your workplace**.
- You must **comply with all occupational safety and health standards issued under the *OSH Act* that apply to your own actions and conduct on the job**.

EMPLOYERS:

- You must **furnish your employees a place of employment free from recognized hazards**.
- You must **comply with the occupational safety and health standards issued under the *OSH Act***.

**This free poster available from OSHA –
The Best Resource for Safety and Health**



Free assistance in identifying and correcting hazards or complying with standards is available to employers, without citation or penalty, through OSHA-supported consultation programs in each state.

1-800-321-OSHA
www.osha.gov

OSHA 3168-12-008

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division



WHD Publication 1420 - Revised February 2013

Equal Employment Opportunity is **THE LAW**

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected: The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within

three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

RETALIATION

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, NATIONAL ORIGIN, SEX

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

INDIVIDUALS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.



YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- ✧ you ensure that your employer receives advance written or verbal notice of your service;
- ✧ you have five years or less of cumulative service in the uniformed services while with that particular employer;
- ✧ you return to work or apply for reemployment in a timely manner after conclusion of service; and
- ✧ you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- ✧ are a past or present member of the uniformed service;
- ✧ have applied for membership in the uniformed service; or
- ✧ are obligated to serve in the uniformed service;

then an employer may not deny you:

- ✧ initial employment;
- ✧ reemployment;
- ✧ retention in employment;
- ✧ promotion; or
- ✧ any benefit of employment

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

HEALTH INSURANCE PROTECTION

- ✧ If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.
- ✧ Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

ENFORCEMENT

- ✧ The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
- ✧ For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at <http://www.dol.gov/vets>. An interactive online USERRA Advisor can be viewed at <http://www.dol.gov/elaws/userra.htm>.
- ✧ If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.
- ✧ You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: <http://www.dol.gov/vets/programs/userra/poster.htm>. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.



U.S. Department of Labor
1-866-487-2365



U.S. Department of Justice



Office of Special Counsel



1-800-336-4590

Publication Date—October 2008

NO HATE CRIMES IN IOWA

Iowa's Hate Crime Laws:

- Prohibit public offenses of assault, criminal mischief, trespass, arson or intimidation by threat of violence committed **BECAUSE OF** protected characteristics:

race	political affiliation
color	sex
religion	sexual orientation
ancestry	age
national origin	physical/mental disability

or because of the person's association with people of these traits
- Define Hate Crimes
- Provide victims civil relief against offenders
- Provide enforceable penalties one degree higher than underlying offense
- Require sensitivity and Hate Crime In-service training for law enforcement
- Require monitoring of Hate Crime violations
- Allow for local ordinances

Follow these steps if you are a Victim of a Hate Crime or Helping a Victim:

- **Call local law enforcement**
- **Preserve all physical evidence**
- **Call Iowa Civil Rights Commission 515-281-4121 or 1-800-457-4416**
If Hate Crime occurs in areas of housing, employment, credit, public accommodations, or education, it may also be a discriminatory act under Iowa Code §216. Complaint must be filed within 300 days of the incident.
- **Call U.S. Dept. of Housing and Urban Development (HUD) Washington DC**
Nat'l Housing Discrimination Hotline 1-800-669-9777; TDD 1-800-927-9275
If Hate Crime occurs in housing because of race, color, religion, national origin, sex, familial status or handicap, victim may be able to file complaint under Federal Fair Housing law, Title VIII.

Iowa Civil Rights Commission

400 E. 14th Street

Des Moines, Iowa 50319

Call 515-281-4121 or Toll Free In Iowa 1-800-457-4416, FAX 515-242-5840

For More Detailed Information Reference The Code of Iowa
§729A, §708, §710, §712, §902, §903

UNEMPLOYMENT INSURANCE

If you become unemployed, you may be eligible for unemployment insurance benefits. If you are still employed but working fewer hours than your regular full-time work week and are earning less than your regular full-time wages, you may be entitled to partial benefits.

Unemployment insurance benefits are made possible by taxes paid by this employer. No deductions are made from your paycheck for unemployment insurance.

As soon as you become unemployed, you may file a new unemployment insurance claim using one of the following methods:

1. Go on-line at www.iowaworkforce.org, click the On-line Services pull-down menu, then click File an Unemployment Insurance Claim. This option is available 24 hours a day, seven days a week.
2. Visit the nearest Iowa Workforce Development Center office (listed below).

3. **Filing an Initial Claim** – For most Iowans wanting to file a new, initial unemployment insurance claim (apply for benefits), the most efficient method is to file a claim online at www.iowaworkforce.org/ui/file1.htm#1.

For those Iowans who are not able to file their initial claim online, we advise visiting the nearest Iowa Workforce Development Center.

4. Some employers participate in an Iowa Workforce program that enables employers to file an initial claim for a recently separated employee. Check with your employer to determine if they are participating in this program.

Delay in filing an unemployment insurance claim can result in the loss of all or part of the benefits you may be entitled to receive.

For complete information about your unemployment insurance rights and responsibilities, or to register for work and learn more about available work in your area, go to www.iowaworkforce.org or visit your nearest Workforce Development Center.

Workforce Development Centers Locations:

Algona	Clinton	Fort Dodge	Muscatine	Shenandoah
Ames	Council Bluffs	Fort Madison	New Hampton	Sioux City
Atlantic	Creston	Glenwood	Newton	Spencer
Boone	Dakota City/Humboldt	Harlan	Oelwein	Storm Lake
Burlington	Davenport	Iowa City	Orange City	Washington
Carroll	Decorah	Iowa Falls	Osceola	Waterloo
Cedar Rapids	Denison	Keokuk	Oskaloosa	Waverly
Centerville	Des Moines	Manchester	Ottumwa	Webster City
Charles City	Dubuque	Maquoketa	Pella	
Cherokee	Emmetsburg	Marshalltown	Perry	
Clarinda	Estherville	Mason City	Pocahontas	
	Fairfield	Mount Pleasant	Red Oak	

*New Workforce Development Centers as of July 1, 2008

For the location of the Workforce Development Center nearest you, call
1-800-JOB-IOWA or 1-800-562-4692
www.iowaworkforce.org

(Law requires displaying this poster where it can easily be seen by all employees.)



Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. For deaf and hard of hearing, use Relay 711.

70-8010 (07-08)





NO SMOKING

Pursuant to the Iowa Smokefree Air Act

For more information or to register a complaint call
1-888-944-2247 or visit www.IowaSmokefreeAir.gov



NO SMOKING

Pursuant to the Iowa Smokefree Air Act

For more information or to register a complaint call
1-888-944-2247 or visit www.IowaSmokefreeAir.gov



Bring Your Own Device (BYOD) Policy

Objective

This policy establishes North Iowa Community Schools (NICS) guidelines for employee use of personally owned electronic devices for work-related purposes.

Scope

Employees of NICS may have the opportunity to use their personal electronic devices for work purposes. Personal electronic devices include personally owned cell phones, smartphones, tablets, laptops and computers.

The use of personal devices may be limited based on compatibility of technology. Contact the Information Technologies (IT) department for more details.

Procedure

Device protocols

To ensure the security of NICS information, employees are required to have antivirus and mobile device management (MDM*) software installed on their personal mobile devices. This MDM software will secure all company-related information, including calendars, e-mails and other applications in one area that is password-protected and secure. Users may be required to create a secure unlock passcode and encrypt their mobile device before use.

Employees may store company-related information only in this area. Employees may not use cloud-based apps or backup that allows company-related data to be transferred to unsecure parties. Due to security issues, personal devices may not be synchronized with other devices in employees' homes. Making any modifications to the device hardware or software beyond authorized and routine installation updates is prohibited unless approved by IT. Employees may not use unsecure Internet sites.

Restrictions on authorized use

Employees whose personal devices have camera, video or recording capability are restricted from using those functions anywhere in the building or on company property at any time unless authorized in advance by management.

While at work, employees are expected to exercise the same discretion in using their personal devices as is expected for the use of company devices. NICS policies pertaining to harassment, discrimination, retaliation, trade secrets, confidential information and ethics apply to employee use of personal devices for work-related activities.

Excessive personal calls, e-mails or text messaging during the workday, regardless of the device used, can interfere with employee productivity and be distracting to others.

Employees must handle personal matters on nonwork time and ensure that friends and family members are aware of the policy. Exceptions may be made for emergency situations and as approved in advance by management.

Employees may not use their personal devices for work purposes during periods of unpaid leave without authorization from management. NICS reserves the right to deactivate the company's application and access on the employee's personal device during periods of unpaid leave.

An employee may not store information from or related to former employment on the company's application.

Family and friends should not use personal devices that are used for company purposes without supervision.

Privacy/company access

No employee using his or her personal device should expect any privacy except that which is governed by law. NICS has the right, at any time, to monitor and preserve any communications that use the NICS's networks in any way, including data, voice mail, telephone logs, Internet use and network traffic, to determine proper use.

Management reserves the right to review or retain personal and company-related data on personal devices or to release the data to government agencies or third parties during an investigation or litigation. Management may review the activity and analyze use patterns and may choose to publicize these data to ensure that NICS's resources in these areas are being used according to this policy. Furthermore, no employee may knowingly disable any network software or system identified as a monitoring tool.

Safety

Employees are expected to follow applicable local, state and federal laws and regulations regarding the use of electronic devices at all times.

Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their personal devices while driving. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call or texting. Special care should be taken in situations involving traffic, inclement weather or unfamiliar areas.

Employees who are charged with traffic violations resulting from the use of their personal devices while driving will be solely responsible for all liabilities that result from such actions.

Lost, stolen, hacked or damaged equipment

Employees are expected to protect personal devices used for work-related purposes from loss, damage or theft.

In an effort to secure sensitive company data, employees are required to have MDM software “remote-wipe” installed on their personal devices by the IT department prior to using the devices for work purposes. This software allows the company-related data to be erased remotely in the event the device is lost or stolen. Wiping company data may affect other applications and data.

NICS will not be responsible for loss or damage of personal applications or data resulting from the use of company applications or the wiping of company information. Employees must immediately notify management in the event their personal device is lost, stolen or damaged. If IT is unable to repair the device, the employee will be responsible for the cost of replacement.

Employees may receive disciplinary action up to and including termination of employment for damage to personal devices caused willfully by the employee.

Termination of employment

Upon resignation or termination of employment, or at any time on request, the employee may be asked to produce the personal device for inspection. All company data on personal devices will be removed by IT upon termination of employment.

Violations of policy

Employees who have not installed the MDM* application on their mobile devices will not be permitted to use personal devices for work purposes. Failure to follow NICS policies and procedures may result in disciplinary action, up to and including termination of employment.

*MDM Software- NICS uses Gmail Mobile Management as the MDM software on mobile devices.

Business Office Resources

Please click on the link above to access employment forms, such as tax forms, direct deposits, and benefit information.