

# WATERLOO COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK

*2017 2018*



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## **NONDISCRIMINATION POLICY**

The Waterloo Community School District values our culturally diverse society and is committed to providing quality experiences, which develop an awareness and appreciation for the aspirations, issues, and achievements of all people.

The District shall establish and maintain an atmosphere in which all students and staff can develop attitudes and skills for effective and cooperative living based on respect for the individual.

The Waterloo School District shall promote nondiscrimination through fair and equitable employment, promotion and assignment of staff, utilization of multicultural, nonsexist instructional materials; and equal access for all students to academic and co-curricular programming.

The Board is committed to the policy that no otherwise qualified person will be excluded from employment on the basis of race, color, creed, gender, sexual orientation, gender identity, ethnic/national origin, religion, age, socio-economic status, or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment.

Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct or expressive behavior directed at an individual or group that intentionally demeans the race, color, creed, gender, sexual orientation, gender identity, ethnic/national origin, religion, age, socio-economic status or disability of the individual or individuals or creates an intimidating , hostile or demeaning environment for employment or education.

Inquiries regarding complaints of discrimination shall be directed to the Affirmative Action Coordinator by writing to Dr. Beverly Smith, Associate Superintendent for Human Resources/Equity, Waterloo Community School District, Education Service Center, 1516 Washington Street, Waterloo, IA 50702-1639, 433-1800. Complaints can also be directed to the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319-0201, (515) 281-4121, or Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60606-7204.

## **INTRODUCTION**

This Employee Handbook is provided as a guide and is not to be considered a contract. It describes important information about the Waterloo Community School District.

Since provisions of the handbook are subject to change, it is further understood that revisions of the handbook may supersede or eliminate one or more existing practices.

## SUPERINTENDENT'S WELCOME



Dr. Jane Lindaman

Dear Employee,

Welcome to the Waterloo Community School District Learning Community. It is our hope that you will find your experience in the District to be challenging and rewarding. It is our goal to hire the most committed and competent individuals to work collaboratively to meet our goals of providing optimal learning experiences for our students, thus improving student achievement.

This handbook is intended to be a handy reference of general personnel policies and all employees are expected to become familiar with its contents.

The Waterloo Community School District appreciates the services performed by all staff members on behalf of our students. We know that through your efforts and dedication we will continue to provide an excellent educational and working environment.

Your willingness to share your time and talents with the students in our District is appreciated.

Dr. Jane Lindaman  
Superintendent

## MISSION AND GOALS

# Waterloo Community School District

## Engaged in Learning, Prepared for Success

### Mission

**The Waterloo Schools community commits to a comprehensive system of education and support to assure that each and every student will graduate prepared for college, career, and citizenship as evidenced by continuing education, pursuing a career path, and contributing to a community.**

### Strategic Focus Areas and Objectives

## People

**Recruit, hire and retain a diverse, high-performing workforce aligned with district values and goals.**

- Attract and retain high quality, diverse staff.
- Align staff with talent and workforce needs (strengths based placements with the right people in the right seats).
- Optimizing our workforce through professional learning with clear expectations, skill attainment, perfecting practice.
- Improve the organizational health of the district.

## Achievement

**Increase achievement for all students through rigorous curriculum, high expectations, and effective delivery of instruction, with assessment for improved teaching and increased learning.**

- Increase the percentage of students proficient in math, literacy and science.
- Accelerate the learning for all students while narrowing the achievement gap for all subgroups by 2017.
- Create 21st Century schools that increase personal, emotional, social, and academic independence in order to prepare students for college, career and citizenship.

## Community

**Initiate, strengthen and engage in community partnerships that result in the academic, social, and behavioral success of each and every student.**

- Communicate frequently and accurately.
- Improve Image and confidence in Waterloo Schools.
- Partner with businesses, organizations, people to secure resources and enhance real-world experiences.
- Empower Parents.

## Environment

**Provide an optimal learning environment that is safe, inspiring and welcoming, where all individuals are respected, valued and engaged. Secure, organize, and optimize financial resources for human assets, programs and operations that support student achievement.**

- Provide physical environment that allows for a safe learning environment.
- Provide programs that allow students to explore athletic and extra-curricular activities.
- Plan for future facility needs – Plan and explore capital expenditures, prepare for future physical needs.
- Align financial resources to the established goals.



## **GUIDING PRINCIPLES FOR EMPLOYEES -Board Policy 401.1**

Employees provide a variety of important services for the children of the school district community. Each employee plays a vital role in providing an equal opportunity for a quality education for students commensurate with the students' individual needs. While the teachers have the most direct impact on the formal instruction of students, all employees have an impact on the school environment by their dedication to their work and their actions. As role models for the students, employees shall promote a cooperative, enthusiastic, and supportive learning environment for the students.

### **Values and Operating Principles**

To best serve our students, parents, community, and employees, we hold each other to these values and principles. They guide us as we make decisions, as we interact with those we serve, and as we perform the duties of our positions.

#### **Competence**

We are competent employees, who have the ability to execute our assigned duties. As lifelong learners, we are committed to self-improvement through professional development and data analysis. We are aware of our weaknesses and are willing to utilize resources and ideas for improvement.

#### **Citizenship**

We believe in the importance of being involved in the community and giving back to the community through role modeling and volunteering. We promote school pride through enhancing student-to-student communication and contributions. We work together to do the right thing for all students.

#### **Respect**

We live by the Golden Rule  
through: Active listening  
Open communication  
Establishing trust  
Valuing individual and cultural differences  
Allowing all to maintain sense of dignity

#### **Responsibility**

We do our jobs with integrity. We follow through on commitments and are accountable to those we serve. We accept responsibility for the decisions we make.

#### **Fairness**

We actively listen to our stakeholders (community, parents, staff and students) to make decisions that consistently reflect integrity and a strong belief in equity.

**Trustworthiness**

We are dependable stakeholders, who consistently follow through with our responsibilities, confidentially, and with integrity.

**Learning**

We model our commitment to lifelong learning professionally and personally. We support and encourage this for others as well.

We stay current in our field through reading, coursework, workshops, and professional dialogue.

We embrace curiosity and open mindedness and seek new alternatives to our thinking.

**Caring**

We encourage all members of the learning community to demonstrate caring (showing compassion, listening, showing kindness) and provide positive encouragement.

To build strong, positive relationships:

With each other

With students

With parents

With community

We understand that no significant learning can take place without a caring relationship!

**Diversity**

We understand how aspects of a person's culture impact how we teach, learn and interact with others. We work to increase our ability to listen, accept, care, and build positive relationships. Diversity is embraced.

**Responsibilities**

In striving to achieve a quality education program, the Board's goal is to obtain and retain qualified and effective employees. The Superintendent shall have complete discretion to determine the number, the qualifications, and the duties of the positions and the school district's standards of acceptable performance. It shall be the responsibility of the Superintendent to make recommendations to the Board in these areas prior to board action. The Board recognizes its duty to bargain collectively with duly certified collective bargaining units.

**Application of Employee Policies**

Board policies in this series relating to general employees shall apply to employees regardless of their position as a licensed employee, classified employee, substitute or administrator. Board policies relating to licensed employees shall apply to positions that require a teaching license or administrator's certificate or other professional license, certificate or endorsement, unless administrative positions are specifically excluded from the policy.

## **ORGANIZATIONAL STRUCTURE**

The Superintendent has two Associate Superintendents who are responsible for the day-to-day operations of the District. The Associate Superintendent for Educational Services oversees all student and instructional operations. The Associate Superintendent for Human Resources and Equity oversees all employment and employee development functions.

The Superintendent directs a District Leadership Team that is responsible for the administrative operations in accordance with the Board of Directors' overall vision. This DLT consists of the Associate Superintendent for Human Resources/Equity, the Associate Superintendent for Educational Services, the Chief Financial Officer/Board Treasurer, the Executive Director of Supplemental Services, Executive Director of Student Services, the Director of Curriculum, the Director of Middle School Education and Turnaround Leadership, the Director of Elementary Education, Director of School and Community Relations, Executive Director of Technology , Director of Support Services and the Director of Operations.

## BOARD OF DIRECTORS



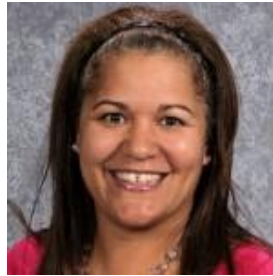
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Term Expires: Sept. 2017



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**Board Treasurer**  
Michael Coughlin  
1516 Washington St.  
Waterloo, IA 50702  
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## EMPLOYEE BASICS

### EMPLOYEE GROUPS

**The School District has four employee classifications:**

#### **Administrative**

This group includes employees who perform management functions. Responsibilities are typically district-wide or building-wide. Included in this group are the superintendent, associate and assistant superintendents, executive directors, directors, principals, assistant principals, and others who perform management tasks.

#### **Classified**

This group includes educational support personnel whose job responsibilities are neither instructional nor administrative. Included in this group are paraeducators, secretaries, clerk typists, home-school workers, food service workers, custodians, and maintenance workers.

#### **Certified**

This group includes employees whose positions require certification including but not limited to teachers, teacher librarians, family support workers, and counselors.

#### **Administrative Support**

This group includes employees whose positions are excluded from the collective bargaining units due to the nature of their work: confidential secretaries, administrative assistants, technicians, specialists, managers, coordinators, staff accountants, academic deans and interpreters.

### COLLECTIVE BARGAINING

In accordance with Chapter 20 of the Code of Iowa, classified and instructional staff are represented by labor unions. The Waterloo Educational Support Personnel (WESP) is the bargaining unit that represents clerical employees. The Waterloo Education Association (WEA) is the bargaining unit that represents instructional employees. The American Federation of State, County, and Municipal Employees (AFSCME) is the bargaining unit that represents custodial, maintenance and food service employees. Employees have the right, without fear of penalty or reprisal regarding membership in their respective union.

### EVALUATION

The purpose of the evaluation process is to improve performance. All employees will be formally evaluated. Administrators are responsible for the evaluation of designated district employees in accordance with procedures described by the personnel practices

and procedures, or state law. Specific evaluation protocols will be communicated by your administrator.

### **EMPLOYEE BADGE/ACTIVITY PASS**

All District employees will be issued a picture ID badge which must be worn at all times while on school property. The employee badge also serves as an activity pass which provides the employee and a guest entrance to most District-sponsored athletic events.

### **EMPLOYEE WORK YEAR**

Holidays, non-paid days and work days are outlined in the initial annual employment contracts and/or employee group calendars.

To be eligible for holiday pay, an employee must not be on a “pay deduct” status the last regularly scheduled work day before or the first regularly scheduled work day after the holiday.

### **TRANSFERRING TO A NEW POSITION**

All open positions will be posted online. The District will grant interviews based on applicant experience, qualifications and preparation. Final selection of the qualified candidate will be at the discretion of the district.

### **EMPLOYEE COMPLAINTS**

Complaints of an employee against a fellow employee should be discussed directly between employees. Other complaints of an employee or group of employees should be brought directly to the immediate supervisor or principal in a constructive and professional manner. Issues that cannot be resolved can be submitted to the Superintendent, or designee, for review. This process does NOT apply for complaints of bullying and harassment which can be found in Policy 403.51-E1.

## **WORKPLACE STANDARDS AND POLICIES**

### **PERSONAL BUSINESS ON SCHOOL TIME**

Employees may not conduct personal business on school time. District equipment or supplies shall not be used to conduct personal business or any other activity not connected with the school district. Violation of this rule shall be grounds for disciplinary action up to and including termination.

### **ALCOHOL AND DRUG FREE WORKPLACE**

The District provides a drug and alcohol-free workplace. No employee shall possess, use or be under the influence of any illegal drug or alcohol in the workplace. Any employee who exhibits behavior that suggests being under the influence of drugs or alcohol may be required to undergo testing. Violation of the drug and alcohol policy will result in discipline up to and including termination.

### **DRESS CODE AND APPEARANCE**

#### **EMPLOYEE DRESS CODE POLICY**

The Board of Education believes that no mode of attire will be considered proper for school wear that distracts from or disrupts classroom and school decorum. Employees shall dress as professionals on a daily basis, in businesslike attire in order to set a good example for students, co-employees, and the general public. Employee dress and grooming shall not detract from the learning/educational environment of students in their classes, school programs or other school-related activities. Visible tattoos shall not be obscene, vulgar, profane, representative of drug/alcohol use or gang affiliation, or distracting to the educational environment.

It is the responsibility of principals or supervisors to assure that all employees are properly dressed. Supervisors may make exceptions to the mode of dress in specific situations where deemed appropriate. Any concern of grooming or dress judged by the principal to be inappropriate shall not be allowed. Buildings can implement a more restrictive dress code.

#### **UNIFORMS FOR CUSTODIAL AND MAINTENANCE WORKERS**

Waterloo Community School District Central Stores Department shall project an image that emphasizes the professional services provided to students, staff and the community. It is desirable that these employees be distinguishable from other individuals, authorized or unauthorized, who are located on school grounds, as a safety issue. As such, a uniform look is required and sets and supports a significant safety standard. Therefore, all employees in the Custodial & Maintenance Department shall be required to wear a uniform shirt with the Waterloo Community Schools logo that will be provided by the District. In addition, the employee must wear appropriate footwear. The maintenance and custodial staff may wear caps when appropriate.

## **UNIFORMS FOR FOOD SERVICE WORKERS**

Waterloo Community School District Food Service employees shall project a professional image and comply with all Department of Health regulations. Food Service employees are required to follow the guidelines provided in the annual Food Service procedures booklet, including hair net, shoe, uniform, and apron specifications.

## **EMPLOYEE DRESS CODE REGULATION**

### **Tops**

#### Men

- Any short or long-sleeved shirts with collars only, including polo shirts
- Ties are acceptable with any dress shirt
- Shirts should be tucked in unless designed to be worn out

#### Women

- Blouses, knit shirts, turtlenecks, sweaters
- No t-shirts, sleeveless or tank shirts (unless worn under a jacket, overshirt or sweater)
- No visible cleavage
- Shirts should be tucked in unless designed to be worn out

### **Bottoms**

- Any dress or tailored pant
- No jeans (or denim of any kind) or cargo pants
- Skirts or pants must be knee length or longer

### **Dresses**

- Must cover the entire back
- Must be knee length or longer
- No sleeveless dresses (unless worn under a jacket, over shirt or sweater)

### **Shoes**

- Only closed toe shoes can be worn when school is in session
- Other shoes acceptable when school is not in session
- No flip flops at any time (defined as flat rubber or plastic footwear with a toe strap making a "Y" strap)

### **Spirit Days**

- Spirit Days will be designated by the supervisor
- District/school spirit shirts include t-shirts, sweatshirts or jackets
- On Spirit Days exceptions to the employee dress code are permissible



## **Additional**

District ID badges are required to be worn above the waist at all times.

- Headwear: no hats, caps, scarves, visors or bandanas may be worn.
- During special activities such as field trips and other similar events, staff may be exempted from the regulations but are expected to adhere to standards of good taste.
- Certain areas of instruction such as physical education will be allowed to wear knee-length shorts, jogging suits and sweat suits while teaching physical education. However, coaches or others shall wear outer pants or wind suits when going into settings other than gyms and practice fields.
- Employees performing duties in lab settings or extracurricular activities shall dress in a manner befitting their profession or befitting the occasion (which may require work-type clothes, aprons or other protective items, as approved by the principal or supervisor).
- 

## **TOBACCO/NICOTINE PRODUCTS-FREE ENVIRONMENT**

School district property (owned or leased) including facilities, school buildings, vehicles, stadiums and parking lots shall be off limits for use of tobacco or nicotine use, including the use of look-alikes where the original would include tobacco or nicotine and nicotine products that are not FDA(Federal Drug Administration) approved for tobacco cessation. The use of any electronic device that can be used to deliver nicotine or other controlled substances to the person inhaling from the device also is prohibited. (See Policy 901.1)

## **INCLEMENT WEATHER**

Certain weather conditions make it desirable to close school entirely, have a delayed opening of two hours, or dismiss school early. These decisions are made with the safety of the students and staff in mind. All staff members will be notified of closings and delayed openings as soon as possible.

If the District is closed, only those employees needed to clear the walkways and parking lots or attend to building maintenance will report to work.

## WATERLOO COMMUNITY SCHOOLS' INCLEMENT WEATHER STAFF PROCEDURES

<b>JOB TITLE</b>	<b>2 HOUR LATE START</b>	<b>EARLY DISMISSAL</b>	<b>NO SCHOOL</b>	<b>OPTIONS</b>
12-Month Secretary	Regular start time	Leave after completing necessary tasks.	Report to work unless all offices closed.	Work/Vacation/ Personal Leave
12-Month Principals	Regular start time	Leave after completing necessary tasks.	Report to work unless all offices closed.	Work or Vacation
225-Day Principal	Regular start time	Leave after completing necessary tasks.	Report to work unless all offices closed.	Work or Non-duty
218-Day Secretary	Regular start time	Leave after completing necessary tasks.	Do not report to work. (Made up at end of contract year.)	Work or Take Personal Day
Paraeducators, Special Needs Paraeducators, BIS, Clerk Typists, Study Hall Monitors, Food Service Workers, Campus Safety Monitors, Interpreters	Regular start time	Leave after completing necessary tasks.	Do not report to work. (Made up at end of contract year.)	None
Custodians	Regular start time	See guidelines established for this employee group.	Report to work unless all operations closed – contact Director of Operations	Work or Vacation
ESC Staff, TAP , Technology, Print Services Coordinator, Food Service Office Staff	Regular start time	Dismissal at discretion of supt.	Report to work unless all offices closed.	Work or Vacation
Teachers, Academic Deans, Building Administrative Assistant	30 minutes before students	Leave after completing necessary tasks.	Do not report to work.	None
Central Stores Staff	Regular start time	Leave after completing necessary tasks.	Report to work.	None
Food Service Managers	Regular start time	Leave after completing necessary tasks.	Do not report to work.	None

All school closings and late starts will be carried in news announcements by 7:00 a.m. on local stations. Information can also be accessed by visiting the District's website [www.waterlooschools.org](http://www.waterlooschools.org) or by signing up for emergency email information.

## **ATTENDANCE**

### **TARDINESS**

The District expects all employees to be present and ready to perform their duties at the start of their duty day and to remain present for their entire duty day, unless they have the prior approval of their supervisor. Employees who exhibit chronic tardiness, or those who fail to call their supervisor or designated representative prior to being tardy, may be subject to discipline.

### **REPORTING ABSENCES**

Employees who will be away from their normal place of work during normal duty hours are expected to report their absences to AESOP. Except in cases of emergency, absences should be requested and approved in advance.

## **COMPENSATION**

### **PLACEMENT ON COMPENSATION SCHEDULE**

#### **INITIAL PLACEMENT**

The initial placement of an employee on a compensation schedule is based upon the employee's preparation, quality, and experience and at the discretion of the District.

#### **CREDIT FOR DISTRICT EXPERIENCE**

Employees who leave the district and choose to return may be granted credit for past Waterloo experience.

### **ADVANCEMENT ON COMPENSATION SCHEDULE**

Employees on the regular salary schedule shall be granted an increment or vertical step on the schedule for each year of service.

A year of service consists of employment with the Waterloo Community School District for a number of days exceeding fifty percent (50%) of the regular contract length for that classification.

### **DIRECT DEPOSIT**

All employees will receive payment via direct deposit of their paychecks. Pay stubs may be accessed at the Employee Portal on the website.

### **PAY DAY SCHEDULE**

All employee groups with the exception of substitutes, non-district coaches and AFSCME employees will receive payment of salary and wages in twelve (12) equal installments on the fifteenth (15<sup>th</sup>) of each month via direct deposit. When a pay date

falls on or during a school holiday or weekend, each employee shall be paid on the last previous working day via direct deposit of their paychecks.

The pay days for payment of salary and wages for the AFSCME group shall be on the fifteenth (15<sup>th</sup>) and the last day of the month. In the event that pay day falls on a holiday or on a day which work is not normally scheduled (except spring break) the preceding work day shall be the pay day for that week.

Substitutes and non-district coaches shall receive payment of salary and wages on the last day of the month.

### **USE OF PERSONAL VEHICLES**

The District shall continue to provide auto liability insurance protection for employees when their personal automobiles are used for district duties. Such insurance serves as excess coverage to vehicle owner's liability insurance but does not cover deductibles or primary coverage.

### **OVERTIME**

Any employee subject to the overtime provisions of the Fair Labor Standards Act of 1938, as amended, and who is required to work in excess of 40 hours in any established work week, shall be compensated for the hours in excess of 40 at the rate of one and one-half (1-1/2) times the regular rate of pay for the service performed.

### **OVERTIME GUIDELINES**

Overtime and compensatory must be documented using the Overtime Record form. The form can be found online under Employee Forms on the Human Resources website.

All overtime and compensatory time must be preapproved by the employee's immediate supervisor. Approval requires that the employee and administrator/supervisor initial the Overtime Record form prior to the employee working overtime.

At the time of approval, the employee must indicate if the overtime is to be paid or taken as compensatory time.

#### **Paid**

If the time is to be paid, the employee must complete an extra pay sheet and attach a copy of the Overtime Record form.

The completed extra pay sheet and Overtime Record must then be provided to the administrator/supervisor.

The administrator/supervisor will then sign the extra pay sheet and Overtime Record and submit them to the Human Resources Department.

#### **Compensatory time**

If compensatory time is elected, the employee is responsible for keeping and maintaining the Overtime Record.

When the employee request to use compensatory time, it must be approved by the administrator/supervisor. Approval requires the signature of the administrator/supervisor.

Upon approval, the employee is responsible for contacting the Attendance Center Secretary who will enter the absence in Aesop as "Other Leave." The secretary will indicate that the absence is compensatory time in the "Notes to the Administrator" section.

Once the administrator/supervisor approves the absence in Aesop, he/she is required to provide a copy of the Overtime Record indicating the time to be taken and any remaining balance. This information should be sent to the Administrative Assistant to the Associate Superintendent for Human Resources.

Compensatory time must be used within the pay period in which it was earned. Requests for exceptions should be made to the Associate Superintendent for Human Resources. No compensatory time will be carried over to the new school year.

**All overtime records will be maintained in the Human Resources Department as documentation of compliance with the Fair Labor Standards Act.**

**[Overtime Record form](#)**

## BENEFITS

*\*More specific information related to benefits can be found in the Work appendix for the corresponding employee group.*

### CORE BENEFITS

The following benefits are provided to eligible employees:

- Employee Health Insurance
- Employee Dental Insurance
- Long Term Disability Insurance
- Life Insurance
- Workers Compensation
- Employee Assistance Program
- IPERS

### OPTIONAL PLANS

- Dependent Health Insurance
- Dependent Dental Insurance
- Vision Care Plan
- Tax-Deferred 403(b) Retirement Plan
- Health Care Flexible Spending Account
- Dependent Care Flexible Spending Account
- Non Employer Sponsored Insurance Flexible Spending Account
- 

### THE IOWA PUBLIC EMPLOYEES RETIRMENT SYSTEM (IPERS)

The IPERS plan is a defined benefit plan. The lifetime monthly benefit you receive is defined; it's calculated using a formula. As your years of service and salary increase, your IPERS benefits grow too. Both you and the district contribute to IPERS.

### HEALTH INSURANCE

A comprehensive major medical program will be provided by the District. Specific plan information is available in your health plan manual. Optional HMO and PPO health plans shall be available for employee selection with the level of benefits established by the Wellmark Blue Cross/Blue Shield-Select 250, 500, and 1500 plans. Employees who elect to enroll in an optional health plan that costs less than the basic plan shall realize the savings as additional salary.

All employees whose contract is based on eighty (80) percent or more of the daily contract rate are provided with single insurance benefits. Employees working fifty (50) to seventy-nine (79) percent of the daily contract rate may purchase benefits at the employee's expense.

The District will make a contribution per month beyond single coverage towards family insurance benefits.

Employees desiring to change from one option to another may do so by contacting the Benefits Coordinator in the Human Resources Office prior to or during the open enrollment period. The open enrollment period is in August 15 – September 15 of each year.

### **DENTAL PLAN**

Each qualifying employee shall be provided at the District's expense a dental insurance program. Family dental insurance is available at the employee's cost.

### **VISION CARE**

The District offers two vision plans for all qualifying employees and their immediate families. Each plan is voluntary and available at the employee's expense.

Employees that have the Wellmark Blue Choice Health Insurance coverage are covered for one annual eye exam.

### **LIFE INSURANCE**

Each qualifying employee is provided group term life insurance at no cost. If you wish to make a change in your beneficiary designation, you may do so by contacting the Benefits Coordinator in Human Resources Office. Life insurance beneficiary changes may be made at any time during the year. If you do not designate a beneficiary, proceeds of the insurance will be paid according to applicable state law. Employees may purchase additional portable life insurance coverage.

### **LONG TERM DISABILITY INSURANCE (LTD)**

LTD insurance is provided at no cost to the employee. The disability benefit replaces  $66\frac{2}{3}$  % of your base salary if you become disabled for an extended period of time from a covered illness or accidental bodily injury. If you wish to file a claim under the LTD plan, please contact the Benefits Coordinator in the Human Resources office.

### **DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT**

The Dependent Care Flexible Spending Account is a benefit which covers expenses for the care of your dependents while you (and your spouse, if you are married) work. The benefit allows you to pay for day care and other qualified expenses for your preschool children, after-school care for older children, and care for elderly parents or other disabled dependents with pre-tax payroll deductions.

### **HEALTHCARE FLEXIBLE SPENDING ACCOUNT**

This account is made available for persons who expect to incur health care expenses for themselves or their dependents during the plan year (January 1 through December 31) which will not be covered under their medical, dental, vision, or other health care plans. Examples include co-payments for office visits, prescriptions, or anything medically necessary not covered by the plan. The main advantage of the Health Care Flexible Spending Account is that expenses reimbursed through this account are paid on a pre-tax basis.

### **403(B) TAX SHELTERED ANNUITIES**

The School Board currently supports a 403(b) retirement savings plan. These plans are available only to employees of public school systems and certain other nonprofit organizations. These employee accounts are commonly referred to as Tax Sheltered Annuities or TSAs. All regularly scheduled employees may elect to contribute a limited portion of their salary to one of the authorized plans available through their employer.

### **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

An Employee Assistance Program (EAP) is an employer-sponsored benefit program providing no-cost, confidential assistance to all employees of the District and their immediate family members. By calling the EAP, you can identify solutions to assist with life, work, and family concerns. Your EAP counselor will help you assess your concern and identify resources and assistance. The information discussed with the EAP cannot be shared with the district.

EAP services can help with:

- Depression/stress management
- Anxiety
- Family Conflict
- Relationship problems
- Financial or legal concerns
- Alcohol or drug use concerns
- Problem gambling
- Parenting Concerns
- Child or elder care

Call 1-866-451-5465 toll free to access the EAP



## **TYPES OF LEAVE**

### **PAID LEAVES**

***\*Specific information regarding paid leaves can be found in the appendix of the corresponding employee group.***

### **SICK LEAVE**

#### **DEFINITION**

Sick leave is defined as the absence of an employee from the regularly assigned duties as a result of the employee's illness, injury, or disability for which the employee does not lose pay or other benefits.

#### **VERIFICATION**

The employee will provide, upon written request from the District, reasonable verification that the employee is medically unable to work. If the employee is absent because of illness, injury, or disability for a period of five (5) consecutive working days or more, he shall present a physician's statement of approval to return to work. The District has the right to request an independent opinion from a physician of its choice, at District expense.

### **JOB-RELATED INJURY OR ILLNESS (WORKERS' COMPENSATION)**

For absences of an employee from the regularly assigned duties as a result of any service connected illness or injury which renders the employee unable to perform the duties of his/her employment and for which workers' compensation participates, the employee will be provided the option to supplement the difference between the amount worker's compensation pays and the employee's normal salary by reducing the employee's sick leave on a pro-rated basis.

### **JURY AND LEGAL**

Employees required to serve on jury duty shall be released from their assignment to so serve. Employees required by law to testify in criminal or civil court or administrative proceedings shall be released from assignment to so testify when the appearance so required is related to the performance of the employee's contract duties or is a non-job related appearance in which the employee is not a defendant or plaintiff. If an employee is released from jury duty more than two (2) hours before the end of their scheduled work day, they are required to return to work. Any fees or remunerations the employee receives during such leave shall be turned over to the District.

### **UNPAID LEAVES OF ABSENCE**

***\* Specific information regarding leaves of absence can be found in the appendix of the corresponding employee group.***

#### **FAMILY AND MEDICAL LEAVE ACT (FMLA) LEAVE**

Employees qualifying under Federal Statutes for FMLA leave will be granted up to 12 weeks of unpaid leave with continuation of benefits. Employees must apply for FMLA leave through the Human Resources Department. FMLA leave may be granted for the birth, adoption, or foster care placement of a child, or for the serious health condition or life threatening illness of the employee or his/her immediate family member for whom the employee is the primary care provider or to deal with qualifying exigencies related to a call to active duty of family members of National Guard and Reserves.

To be eligible for FMLA leave, an employee must have worked at least 1,250 hours in the last 12 months. An employee requesting FMLA leave must provide medical documentation of the illness in question.

#### **MILITARY LEAVE**

Leaves of absence for the performance of duty with the United States Armed Forces or with a reserve component or the National Guard shall be granted in accordance with the Code of Iowa.

## COMMUNICATIONS

### ACCEPTABLE USE POLICY

#### STAFF USE OF SOCIAL NETWORKING AND OTHER FORMS OF ELECTRONIC COMMUNICATION

##### **Statement of Use**

The District promotes all staff to utilize social media tools to teach, communicate, and bring the real world into the classroom. It supports uses of current technology in ways that promote, support, and maintain strong, appropriate relationships between staff and students.

Staff is encouraged to use District-provided accounts such as teacher blogs to communicate with students, not their personal networking sites. To protect all parties, it is important that staff, students, and parents understand the boundaries of professional decorum in the use of ever-changing on-line, digital learning possibilities. Staff must conduct themselves in ways that do not distract from or disrupt the educational process and in ways that protect students and staff members alike from inappropriate use or the appearance of inappropriate use.

The District's expectation is that staff will use maturity, common sense, and sound professional judgment in all interactions with students, parents, and community members.

##### **Student Photographs**

The Waterloo Community School District notifies all parents of current students officially through our Release of Student Directory Information and student handbooks that students are potentially subject to having their photographs displayed on our official school website ([www.waterloo.k12.ia.us](http://www.waterloo.k12.ia.us)) solely for educational purposes. Student photographs may also be posted within our school district's official social media pages unless parents mark they do not want their child's photo to be displayed at school, in any school publication, or in any public newspaper article related to school activities. This option can be found on the Release of Student Directory Information Form. A student's photograph or exemplary classroom project may be posted, but the District will be careful not to associate a student's full name in such a way that it can be identified with a photograph of a student, unless a parent/guardian is contacted directly about this instance and gives permission in writing.

##### **Practical Guidelines**

1. District employees are encouraged to not "friend" or follow their students on any personal social media outlet.
2. Staff members are encouraged to use District-provided accounts to create a classroom presence or site for legitimate educational purposes (separate from personal sites).
  - a. District staff can use social media outlets for educational purposes as long as they use a separate account for personal use.

3. Postings that contain content that disrupts the educational program are strictly prohibited. Examples include, but are not limited to content that:
- a. is sexually provocative or flirtatious in nature;
  - b. exhibits or advocates for use of drugs and alcohol;
  - c. would be defined by a reasonable person as obscene, racist, or sexist;
  - d. promotes illicit, illegal, or unethical activity;
  - e. violates the district's affirmative action and/or bullying and harassment policies.

### **Security**

Waterloo Community Schools do not, at any time, have or are able to gain access to anyone's social media profile, inclusive of current students and minors, when individuals become official fans of our face book page. Additionally, Waterloo Schools reserves the right to remove fans from our official social media pages for any reason including what our organization deems to be inappropriate commenting, inappropriate picture or video posting, etc. By participating with any Waterloo Community Schools official social media pages, depending on your personal account and privacy settings, you may be subject to having your profile picture, name, and comments visible to the public. Waterloo

Community Schools does not take responsibility for such actions because such settings are only within the control of the account holder that is a fan of our page, not the Waterloo Community Schools.

### **Legitimate Educational Purposes**

As used in this policy, legitimate educational purposes include:

1. Answering academic inquiries regarding homework, other classroom work or assignments;
2. Scheduling appointments for school-related conferences and/or extra help;
3. Clarifying classroom expectations and/or assignments;
4. Notifications related to classroom, club or sports schedules, safety, attendance, Events, trips, assignments, and/or deadlines.

### **Consequences**

Failure to exercise good judgment in on-line conduct can lead to discipline up to and including suspension and dismissal from employment. When inappropriate use of electronic contacts is suspected, administrators will immediately investigate.

Misconduct that rises to the level of criminal activity will be reported to law enforcement. Misconduct that violates professional ethics will be reported to the Board of Educational Examiners.

### **Implementation**

This policy shall be contained in all staff handbooks and posted on the District website under our policies section.

## **INTERNET - APPROPRIATE USE**

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses will not be issued to students. If a student already has an electronic mail address, the student may, with the permission of the supervising teacher, be permitted to use the address to send and receive mail at school for academic purposes.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district is required to use technology protection measures to protect students from inappropriate access.

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

## **STAFF USE OF DISTRICT LAPTOP COMPUTERS**

This Staff Laptop Computer Policy is a supplement to the Waterloo Community School District's Computer Acceptable Use Policy and the District's Tech Support policies. The District's Computer Acceptable Use Policy, Staff Laptop Computer Policy, and Tech Support policies apply to the use of all laptop computers inside and outside the school premises and staff members are expected to follow all of these policies when using the District's laptop computers.

The Waterloo Community School District has decided to allow staff to use the District's laptop computers inside and outside the school in order to enhance, enrich, and facilitate teaching and administrative duties as well as school communications. The District's laptops are to be used as a productivity tool for school-related business, curriculum

enhancement, research, and communications. Staff members may use the District's laptops for limited personal purposes subject to this policy, the District's Acceptable Use Policy, and the District's Tech Support policies. Staff members also shall exercise appropriate professional judgment and common sense when using the District's laptop computers.

**Infinite Campus, Network, and Email Access**  
**Confidentiality Agreement**

By signing this release form, I am entitled to access student information through Infinite Campus.

I understand that the information accessed through Infinite Campus is confidential. I will not disclose any information accessed from Infinite Campus to any outside individual or group without consent from student services. Additionally, I agree to only access information relevant to my job function within the Waterloo Community School District. I also understand that my user ID and password are my personal key to give me access to this confidential information. I will not share that with anyone, as I am liable for information retrieved or altered from my account. I further understand that use of the Waterloo Community School District's network, including all technology systems, must comply with policies and procedures outlined in board policy 604.2, available at: [www.waterloo.k12.ia.us/TechPolicy/policy.pdf](http://www.waterloo.k12.ia.us/TechPolicy/policy.pdf)

This agreement allows access to Infinite Campus for the duration of my employment with the district. I understand that any breach of this agreement will result in loss of access and possible disciplinary actions as governed by state and federal law.

\_\_\_\_\_  
Signature of Individual

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

➔ *Please return completed forms to the helpdesk at the technology facility through school mail, or scan and email to [helpdesk@waterlooschools.org](mailto:helpdesk@waterlooschools.org)*

***Tech services use only***

\_\_\_\_ Account activated

## **ENDING THE RELATIONSHIP**

### **RESIGNATION**

Any staff member who wishes to resign shall submit his/her resignation in writing to the Human Resources Department. The letter of resignation shall state the reasons for the resignation and the desired effective date. The resignation of an administrative or instructional staff member may be considered during the contractual period of service, provided that an acceptable reason is given and a qualified and satisfactory replacement is available. Any resignation for an ensuing school year shall be accepted without question if submitted prior to the 30<sup>th</sup> of June of the current school year or within 21 days of issuance of a continuing contract.

### **RETIREMENT**

Any employee who plans to retire shall concurrently submit his/her resignation to the School Board and his/her application to the Iowa Public Employers Retirement System for benefits. Employees are encouraged to submit the resignation and application form at least 90 days in advance of the retirement date to ensure their retirement check is issued the month following the last month of service with the District.

### **FINAL PAY FOR RETIREES**

An employee upon retirement shall have the option of receiving all of his/her earned, contracted salary less authorized deductions within thirty (30) days after termination.

### **EXIT INTERVIEWS**

At the end of your employment relationship with the District you will be asked to complete an Exit Survey. We use the information to understand why people leave our organization and review our programs and policies to encourage long-term retention. We will use the information provided in this process to improve our District climate and our overall retention rate.