



Employee Handbook

2011

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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 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 other 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, 433-1800. Complaints can also be directed to the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319-1004, (515) 281-4121, or Region VII Office for Civil Rights, 601 E. 12th Street, Room 248, Kansas City, MO 64106, (816) 426-7277.

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.

WELCOME



Dr. Gary Norris

Dear New 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 urged 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.

A handwritten signature in black ink that reads "Gary W. Norris". The signature is written in a cursive, flowing style.

Dr. Gary W. Norris
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

Student Achievement and Development

Delivering the comprehensive curriculum through engaging instruction with a focus on measured results for student achievement.

- Increase the percentage of students proficient in reading, math, writing, and science.
- Increase percentage of students who are prepared for college, career, and citizenship.
- Increase the graduation rate and decrease the dropout rate while maintaining rigorous standards for learning.
- Reduce the achievement gap between subgroups while accelerating learning for all students.
- Utilize technology as a tool to improve student achievement.

Human Assets

Staffing our organization with high-performing leaders, teams, and employees.

- Create standards and performance measures to rate factors of customer service.
- Maintain a workforce based on the identification of the number of employees required, best practices and the skills needed.
- Enhance and target employee recruitment to increase diversity and highly qualified personnel.
- Optimize a workforce based on competencies and attitudes needed to accomplish district vision.
- Promote the alignment of talent with workforce needs.

Community Engagement

Interacting effectively with our students, staff, parents, and business communities.

- Promote and strengthen partnerships within the community, the schools, and the homes of our students to increase student achievement, wellness, and development.
- Enhance district resources through partnerships.
- Communicate effectively with all stakeholders.

Financial Sustainability and Operational Excellence

Operating with fiscal integrity, efficiency, and effectiveness.

- Provide technology that meets District standards, is equitable, and current to ensure agility in information analysis and to achieve efficient and effective administrative systems.
- Use District priorities to establish the budget.
- Consistently implement proven security practices for students, staff, and community, both during the school day and at other times of facility usage.
- Deliver quality facilities and infrastructure.
- Implement global best practices in the management of technology outages, changes, and configuration.
- Secure additional funding sources to enhance District budget.
- Maximize equitable community access to and use of facilities.
- Control operating expenditures and capital costs.

Climate for Learning

Providing a safe, caring, engaging, and inviting environment for our students, staff, parents, and community.

- Utilize research-based strategies that support integrity and respect toward others.
- Optimize crisis prevention, mitigation, preparedness, response, and recovery to assure maximum safety and security of students, staff, and community.



GUIDING PRINCIPLES FOR EMPLOYEES

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.

GUIDING PRINCIPLES FOR EMPLOYEES

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 and one Assistant Associate Superintendent 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 Assistant Superintendent for Administrative and Student Services oversees building administrators, student services, and special programs.

The Superintendent leads a Cabinet that is responsible for the administrative operations in accordance with the Board of Director's overall vision. This Cabinet consists of the Associate Superintendent for Human Resources/Equity, the Associate Superintendent for Educational Services, the Assistant Superintendent for Administrative and Student Services, the Executive Director of Financial_Services/Board Treasurer, the Executive Director of Student Services, the Director of Leadership and Professional Development, the Executive Director of Learning and Results and Middle School Education, the Executive Director of Community Relations/Board Secretary, the Director of Community Education, and the Director of Operations.

BOARD OF DIRECTORS

	<p>Mike Young President 150 Pershing Road Waterloo, IA 50701 833-8443 Email</p> <p>At Large Term Expires: Sept. 2011</p>		<p>Bernice Richard Vice President P. O. Box 2302 Waterloo, IA 50704 233-2178 Email</p> <p>District 4 Term Expires: Sept. 2013</p>
<p>At large</p>		<p>District 4</p>	
	<p>David Meeks 57 Lafayette Street Waterloo, IA 50703 830-8030 Email</p> <p>District 1 Term Expires: Sept. 2013</p>		<p>Shanlee McNally 8217 Ansborough Avenue Waterloo, IA 50701 296-2780 Email</p> <p>At Large Term Expires: Sept. 2013</p>
<p>District 1</p>		<p>At Large</p>	
	<p>Barb Opheim 1503 Audubon Drive Waterloo, IA 50701 291-7305 Email</p> <p>District 3 Term Expires: Sept. 2011</p>		<p>Lyle Schmitt 1453 South Hill Drive Waterloo, IA 50701 232-7027 Email</p> <p>At Large Term Expires: Sept. 2011</p>
<p>District 3</p>		<p>At Large</p>	
	<p>Sue Flynn 605 Locke Avenue Waterloo, IA 50701 233-5905 Email</p> <p>District 2 Term Expires: Sept. 2011</p>		
<p>District 2</p>			

II – 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: 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 accountant, HVAC, and academic deans.

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 school, 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, to join and support 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 bargained agreement, personnel practices and procedures, or state law.

II – EMPLOYEE BASICS

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.

III – 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 & 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.

III – WORKPLACE STANDARDS AND POLICIES

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, overshirt 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

III – WORKPLACE STANDARDS AND POLICIES

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).

Smoke-free Workplace

The District provides a smoke-free workplace. The use of tobacco products is prohibited on all school property and in school vehicles.

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

JOB TITLE	2 HOUR LATE START	EARLY DISMISSAL	NO SCHOOL	OPTIONS
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

**Waterloo Community Schools
Inclement Weather Staff Procedures**

JOB TITLE	2 HOUR LATE START	EARLY DISMISSAL	NO SCHOOL	OPTIONS
225-Day Principal	Regular start time	Leave after completing necessary tasks.	Report to work unless all offices closed.	Work or Nonduty
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, Home-School Workers, Hall Monitors, Clerk Typists, Study Hall Monitors, Food Service Workers	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/Administrative Support/TAP Employees/Print Services Coordinator, Food Service 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.waterloo.k12.ia.us> or by signing up for emergency email information.

IV – 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 call their supervisor or designated representative prior to being tardy, may be subject to progressive 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.

Job Abandonment

Employees who are absent from work without contact and approval by their supervisor will be considered to have abandoned their position. In such cases, the employee will be notified in writing of this fact and given a timeframe within which they must contact Human Resources. In cases where contact does not occur within the defined timeframe, the Board will take action to terminate the employee for voluntary resignation.

Substitute Assignments

Substitute teachers and clerical staff are assigned centrally through the Attendance Center in the Human Resources office. Substitute teachers may contact the Attendance Center at 10125 or 433-1825.

Substitute custodians are scheduled directly through Central Stores.

All substitutes must submit an application (to include a physical exam and fingerprints) prior to starting work.

V – COMPENSATION

Direct Deposit

Direct deposit to any financial institution is available to all Waterloo Community Schools District employees. Enrollment forms are available in the Human Resources and Payroll offices. Direct deposit implementation begins with the first available pay run following receipt of a completed enrollment form. Employees enrolled in direct deposit will receive a pay stub documenting their gross and net pay, along with tax withholding and other deductions. If an employee wishes to change financial institutions or to cancel direct deposit, he/she is required to give advance written notice to the Payroll office.

Pay Day Schedule

Coop Students	10 th of the Month
Custodial/Food Service	Bi-Weekly
Instructional Staff/District Coaches	15 th of the Month
Administrators/Administrative Support/Clerical	25 th of the Month
Substitutes/Nondistrict Coaches	End of the Month

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

VI – BENEFITS

Core Benefits

The following benefits are provided at no cost to the employee:

- Employee Medical Plan
- Employee Dental Plan
- Long Term Disability Insurance
- Life Insurance
- Employee Assistance Program
- IPERS

Optional Plans

- Dependent PPO or HMO Medical Plan
- Dependent Dental Plan
- Vision Care Plan
- Tax-Deferred 401(k) Retirement Plan
- Health Care Flexible Spending Account
- Dependent Care Flexible Spending Account
- Non Employer Sponsored Insurance Flexible Spending Account

The Iowa Public Employees Retirement System (IPERS)

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

Health Insurance

A comprehensive major medical program will be provided by the District with copayments for office visits in network, deductibles, coinsurance of 20% in network/30% out of network, prescription drug benefits, and out of pocket maximums. The deductible will be waived for physician office services from a preferred provider. (The level of benefits shall be established by Wellmark Blue Cross/Blue Shield.)

These options will be available without additional cost to the District.

Optional HMO 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 750 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.

VI – BENEFITS

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 prior to or during the open enrollment period. The open enrollment period is in September 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 except substitutes and nondistrict coaches. Each plan is voluntary and available at the employee's expense. Employees that have the Wellmark Blue Shield 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. No yearly enrollment is needed. If you wish to make a change in your beneficiary designation, you may do so at the 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 insurance is provided at no cost. The disability benefit replaces 66 ^{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 Human Resources office. No annual enrollment is required.

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.

Health Care 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

VI – BENEFITS

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 before taxes to one of the authorized plans available through their employer. A list of the current 403(b) providers is available in the Risk Management Office.

Employee Assistance Program (EAP)

An Employee Assistance Program (EAP) is an employer-sponsored benefit program providing no-cost, confidential assistance to all regularly scheduled 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 is kept confidential in accordance with federal and state laws.

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

The EAP counselor can refer you for in person assessment at a location that is convenient to our home or work. A professionally trained clinician assists you with problem identification, analysis and short-term problem resolution. In addition, the EAP counselor a referral for services within the health insurance benefits or to community resources/self-help groups. Referrals are also available to specialized resources for elder or child care, legal, or debt management.

Call 1-866-451-5465 toll free to access the EAP or visit <niseap.com>. The password is available from Human Resources at 433-1818 or 433-1847.

VIII – TYPES OF LEAVE

Paid Leaves

Sick Leave

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

Each full time employee receives leave for each month of employment. The unused portion of sick leave shall accumulate from year to year to a limit designated by each employee group.

Business Leave

An employee who is absent because of a mandatory court appearance shall incur no reduction in pay by reason of such appearance. A copy of a court subpoena must be filed with the absence report.

Vacations

All full time 12-month employees earn vacation leave. The number of days will be based employee group. The employee's immediate administrator will approve an employee's vacation request.

Unpaid Leaves of Absence

Employees who desire to take an unpaid leave of absence should contact the Human Resources Department for assistance with paperwork and in determining eligibility.

An employee who is on an unpaid leave of absence must notify the Human Resources Department by the 1st of March of their intent to return (or not return) the following school year.

Professional Leave

The Board of Directors may authorize a leave of absence without salary for professional improvement for any employee. If the purpose of the leave involves a two-year program, a second year shall be approved upon request. Application for such leave should be submitted to your supervisor not later than 60 days prior to the start of the semester in which leave is to commence.

Health & Family Responsibility

An employee may take an unpaid leave of absence due to either personal illness or due to the illness of a member of his/her immediate family. Prior to taking an unpaid medical leave, the employee must have exhausted his/her sick day accrual and have completed his/her Family and Medical Leave Act (FMLA) leave if applicable. (See FMLA Leave section. An employee requesting medical leave must provide medical documentation of the illness in question.

VIII – TYPES OF LEAVE

Political Leave

Employees may apply for a leave of absence for up to one year to campaign for or serve in public office. Board approval is required. If elected to serve in a public office, leave shall extend through the first term of office.

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. 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.

XI – 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) 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).

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Practical Guidelines (continued)

- 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.

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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.

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DISTRICT INTERNET ACCEPTABLE USE AGREEMENT

1. ACCEPTABLE USE

I will use the network in support of education and research and consistent with the purposes of the **Waterloo Community School District**. Email sent or received on a district computer is a public record; district email accounts are the property of the district. I will not use the network for commercial or for-profit purposes. I will not extensively use the network for personal and private business. I will not use the network for product advertisement or political lobbying. My use of the network will comply with the rules appropriate for the network. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

2. PRIVILEGES

The use of the internet is a privilege, not a right, and my inappropriate use will result in a cancellation of those privileges. I will only use my own account/password.

3. NETWORK ETIQUETTE

I will not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network. I will assume that all communications and information accessible via the network is private property. I understand that my use of the internet may be monitored. I will not use the network maliciously. Hate mail, harassment, discriminatory remarks or other antisocial behaviors will not be used on the network. I will not use network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network.

4. SECURITY

I will not illegally install copyrighted software on District computers. I will not share my account/password with anyone.

5. VANDALISM

I will not disrupt the use of the network by others; hardware or software will not be destroyed, modified, or abused in any way.

The **Waterloo Community School District** reserves the right to log internet use and determine its acceptability.

The **Waterloo Community School District** reserves the right to temporarily remove a user from the network to prevent further suspected unauthorized activity. Proven unauthorized activity will result in permanent removal from the network.

Waterloo Community School District Internet Acceptable Use Agreement

I have read, understand, and agree to abide by the Internet Acceptable Use Agreement and related appropriate Board Policies for the Waterloo Community School District as detailed in the school handbook. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense.

Print Name: _____ Job Title (if employee): _____

User Signature: _____ Date: _____

PARENT OR GUARDIAN

(If you are under the age of 18 a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. The **Waterloo Community School District** has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the **Waterloo Community School District** to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for internet use if and when my child's use is not in a school setting.

Parent or Guardian's Name (please print): _____

Signature: Date: _____

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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.

XII – ENDING THE RELATIONSHIP

Resignation

Any staff member who wishes to resign shall submit his/her resignation. 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 30th of June of the current school year.

A classified employee who wishes to resign shall submit his/her resignation. Whenever possible, two (2) weeks prior notice shall be given. The letter of resignation shall state the reason for the resignation and the desired effective date.

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.

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.