

WATERLOO  
COMMUNITY  
SCHOOL DISTRICT  
EMPLOYEE  
HANDBOOK

*2021-2022*



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## **NONDISCRIMINATION POLICY**

The Waterloo Community School District offers career and technical programs in the following service areas:

- Business Education
- Health Occupations Education
- Family and Consumer Sciences Education
- Industrial Education

It is the policy of the Waterloo Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. If you have questions or a grievance related to this policy please contact Kingsley Botchway II, Chief Officer of Human Resources and Equity, 1516 Washington Street, Waterloo, IA 50702, 319-433-1800, [botchwayk@waterlooschools.org](mailto:botchwayk@waterlooschools.org).

## **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**

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.

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 as long as it does not conflict with the master contract. 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.

Board policies in the 400 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 one Associate Superintendent and a Chief Officer 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 Chief Officer 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.

## BOARD OF DIRECTORS

\*email addresses are username@waterlooschools.org



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**Board Treasurer**  
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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 superintendent, chief officers, 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.

Additional information and resources on the evaluation process can be found on the Human Resources Shared Drive in the “Guide to Evaluation.”

Employee Group	Notification/Dates-Evaluator	Cycle
Teacher	Notice of evaluation within first 3 weeks of term. (Notified of evaluator, criteria, procedure and instrument.)	Evaluated during the first 2 years then every third year.
Administrator	Evaluator is named. Criteria, procedure and instrument shared within the first 30 days.	Annually
Administrative Support	Evaluator is named. Criteria, procedure and instrument shared within the first 30 days.	Annually
Para/BIS/Clerk Typist	Evaluator is named. Criteria, procedure and instrument shared within the first 15 days.	Annually
Secretarial	Evaluator is named. Criteria, procedure and instrument shared within the first 15 days.	Annually
Custodial/Maintenance	Notice of evaluation at least 15 days in advance. Evaluator is named. Criteria and instrument reviewed.	Annually
Food Service	Notice of evaluation at least 15 days in advance. Evaluator is named. Criteria and instrument reviewed.	Annually

### **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. The badge is not transferable to other family members and the employee must be present to use the badge for free admission for their guest.

### **EMPLOYEE WORK YEAR**

Holidays, non-paid days and work days are outlined in the employee group calendars in the Human Resources Shared Drive.

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. AFSCME positions will be posted on the Careers page of the district website under AFSCME job openings. 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 are addressed as per Policy 403.51-E1.

## **WORKPLACE STANDARDS AND POLICIES**

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

As a general rule, employees should not conduct personal business on school time. District equipment or supplies should not be used to conduct personal business or any other activity not connected with the school district. Violation of this rule can be grounds for disciplinary action up to and including termination.

Staff members may use the District's devices for limited personal purposes subject to policy 802.7, the District's Appropriate Use Policy, and the District's Tech Support policies. Staff members also shall exercise appropriate professional judgment and common sense when using District technology.

### **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 will 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.

### **EMPLOYEE DRESS CODE REGULATION**

#### **Tops**

- No t-shirts (unless worn under a jacket, over shirt or sweater)
- No visible cleavage
- No hooded sweatshirts
- Shirts should be tucked in unless designed to be worn out
- Shirts with school graphics must be reflective of Waterloo Community Schools
- Shirts that allow for an exposed shoulder when not worn under a jacket, overshirt or sweater must have a shoulder strap of three (3) inches or more

#### **Bottoms**

- No jeans (or denim of any kind) or cargo pants
- Skirts, shorts, capris or pants must be knee length or longer
- No leggings unless worn with a knee length dress

#### **Dresses**

- Must cover the entire back
- Must be knee length or longer
- Sleeveless dresses that allow for an exposed shoulder when not worn under a jacket, overshirt or sweater must have a shoulder strap of three (3) inches or more

#### **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 are only those designated by the supervisor

- District/school spirit shirts include t-shirts, sweatshirts or jackets. The graphics on the spirit days shirts must be reflective of Waterloo Community Schools
- 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 professional appropriateness.
- 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 Tobacco/Nicotine Products Free Environment)

### **INCLEMENT WEATHER**

Please see appendix A regarding additional instructions related to the utilization of virtual learning days.

Certain weather conditions make it desirable to utilize virtual learning, 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. It may, however, be necessary for other staff to take action to ensure students are aware of the school closings and safely returned home.

**WATERLOO COMMUNITY SCHOOLS' INCLEMENT WEATHER STAFF PROCEDURES**

<b>JOB TITLE</b>	<b>2 HOUR LATE START</b>	<b>EARLY DISMISSAL</b>	<b>NO SCHOOL/VIRTUAL LEARNING DAYS</b>	<b>OPTIONS</b>
12-Month Secretary	Regular start time	Leave after completing necessary tasks.	Report to building unless all offices closed.	Work or vacation
12-Month Administrator	Regular start time	Leave after completing necessary tasks.	Report to building unless all offices closed.	Work or vacation
225-Day Administrator	Regular start time	Leave after completing necessary tasks.	Report to building unless all offices closed.	Work or Non-duty (made up at end of contract year)
218-Day Secretary	Regular start time	Leave after completing necessary tasks.	Report to building on virtual learning days otherwise do not report to building. (Made up at end of contract year.)	None
Paraeducators, Special Needs Paraeducators, BIS, Clerk Typists, Study Hall Monitors, Building/ <b>District</b> Interpreters	30 minutes before students	Leave after completing necessary tasks.	May work from home on virtual learning days otherwise do not report to building. (Made up at end of contract year.)	None
Food Service Staff	Follow late start schedule provided by managers	Leave after completing necessary tasks.	Do not report to building. (Only no school days made up at end of contract year.)	None
Central Stores Staff, Custodians, Campus Safety Monitors	Regular start time	See guidelines established for this employee group.	Report to building unless all operations closed – contact Director of Operations	Work or vacation
ESC Administrative Support Staff, TAP , Technology, Print Services Coordinator, Food Service Office Staff	Regular start time	Dismissal at discretion of supt.	Report to building unless all offices closed.	Work or vacation
Teachers, Academic Deans, Building Administrative Assistant	30 minutes before students	Leave after completing necessary tasks.	May work from home on virtual learning days otherwise do not report to work. (Made up at end of contract year.)	None
12 Month Food Service Managers	Regular start time	Dismissal at discretion of supt.	Report to building unless all offices closed.	Work or vacation
All other Food Service Managers	Regular start time	Leave after completing necessary tasks.	Report to building on virtual learning days otherwise do not report to building. (Made up at end of contract year.)	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 **must report** their absences to Frontline Absence Management and notify their immediate supervisor or designee. 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**

Employees may elect to receive payment via direct deposit of their paychecks. All employees hired after July 1, 2005, are required to 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. It is the fiscal responsibility of the district to consider other options prior to approving work that results in overtime pay.

## **OVERTIME GUIDELINES**

Overtime and compensatory must be documented using the Overtime Record form. The form can be found in the Human Resources Shared Drive in the Employee Forms folder.

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 time**

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 **for approval**.

The administrator/supervisor will then sign the extra pay sheet and Overtime Record and submit them to the Human Resources Department **for approval by the 20<sup>th</sup> of the month**.

**Extra pay sheets/overtime records received by the Financial Services office with the proper approvals by the 25<sup>th</sup> of the month will be paid on the next payroll.**

### **Compensatory time**

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

When the employee requests 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 Frontline, 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 Chief Officer 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 Chief Officer 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 can be found in the Human Resources Shared Drive**

## **BENEFITS**

### **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

*Specific information can be found on the Human Resources Shared Drive or by contacting the Benefits and Training Coordinator in Human Resources.*

### **HEALTH INSURANCE**

A comprehensive major medical program will be provided by the District. Specific plan information is available in your health plan manual.

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

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 annual open enrollment period.

### **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.

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

LTD insurance is provided at no cost to the employee. The disability benefit replaces 66 <sup>2</sup>/<sub>3</sub> % 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.

## **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 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.

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

An Employee Assistance Program (EAP) is an employer-sponsored benefit program providing free, confidential assistance to all employees of the District, their spouses and dependents. The District has partnered with UnityPoint Health – Allen Hospital to provide this service.

EAP helps when personal problems disrupt your work, your life, or both. Professional counselors address issues like marital and family problems, parenting challenges, separation and divorce, alcohol or drug abuse and addiction, depression and anxiety, grief and loss, and job stress. Your EAP counselor will help you assess your concern and identify resources and assistance.

Call (319) 235-3550 or toll-free (800) 303-9996 to access the EAP.

## **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. As your years of service and salary increase, your IPERS benefits grow too. Both you and the district contribute to IPERS.

## **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. All employees have an annual eye exam that is covered under their Health Partners plan.

## **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.

## **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.

### **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.

## TYPES OF LEAVE

### PAID LEAVES

#### 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.

Sick leave may be taken in ½ day increments. Leave balances are available in the absence reporting system. Sick leave should be considered as a form of "insurance" and not a "benefit." It is intended to be used only as needed and not considered as a "use it or lose it" benefit. Employees who request to use sick leave for less than an hour should talk with their supervisor as it may be granted if it does not affect students.

##### VERIFICATION

The employee will provide, upon request from the District, reasonable verification that the employee is medically unable to work. **This verification must be received in the Human Resources Office within two (2) business days.** If the employee is absent because of illness, injury, or disability for a period of five (5) consecutive working days or more, they 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.

#### SICK BANK

A Sick Leave Bank will be established for the use of employees who choose to participate. Upon approval, use of the Sick Leave Bank days will commence on the first day after accumulated Sick Leave is exhausted. The individual use of Sick Leave Bank days **may not exceed 30 work days per school year.** The Bank year will be the contract year. Use of the Bank will continue until the employee reaches the maximum usage, becomes eligible for long term disability insurance or the end of the contract year.

Participation in the Sick Leave Bank will be on a voluntary basis and each participating individual employee's contribution will be made in the form of one (1) day of Sick Leave from his/her current year's allocation. Participation is available to employees as long as a Sick Leave day is available to donate. The days contributed to the Bank become the property of the Bank and will not be returned to the employee.

New hires and employees returning from an approved leave of absence may sign up for participation in the Bank within thirty (30) calendar days of their initial hire/return from

leave. Employees may enroll during annual open enrollment (by August 1st for employees with 12 month contracts and by September 1st for all other employees).

Assets of the Bank will accumulate, but the maximum carryover is 300 days. The following year's Bank will consist of the days carried over from the previous year in addition to all contributed days for the year's participation.

Use of Sick Leave Bank days will be on a daily use basis; e.g., each eligible employee will draw each day until the total Bank Leave days have been exhausted. An eligible employee is one who has timely volunteered for participation in the Sick Leave Bank and is absent at least 10 work days as a result of the same serious health condition and has exhausted his/her personal Sick Leave without being eligible for long term disability, workers' compensation, and/or social security disability. Use of the Sick Leave Bank shall be limited to those absences where the treating physician verifies the serious health condition. The Sick Leave Bank may not be used for standard pregnancy related absences, but may be used for complications during an employee's pregnancy and/or delivery.

An employee who qualifies for Sick Leave Bank and returns to work may be eligible for additional Bank days later in the year for an absence related to the original qualifying serious health condition. A statement from the treating physician will be required for additional Bank days.

Bank grants will not automatically be carried over from one contract year to another. All Bank grants will end June 30 or the last regular duty day of the contract year, whichever is sooner.

#### **PARENTAL LEAVE**

Provided that the employee has time available in their sick leave balances, up to ten (10) days of sick leave may be used by the non-birth giving parent in the event of birth or adoption of a child.

#### **BUSINESS AND PERSONAL LEAVES**

Employees working less than a 12 month contract are eligible for business and personal leave as outlined below.

- Employees may apply for and will be granted temporary leaves of absence, without loss of pay, on the basis set forth below: (The District may limit such leaves to fifteen (15) for any one day.)
- One (1) day may be used to transact strictly important personal matters of a mandatory nature such as a summons to appear before the Internal Revenue Service, participation in a court proceeding or hearing in which the employee is either a party plaintiff or a party defendant or a directly interested person as an estate beneficiary where presence is required by official court notification,

appointment with an attorney to settle a legal matter or an appointment involving a real estate mortgage matter with a financial institution. To qualify under this category, the personal business matter must be of timely importance which cannot be transacted by telephone, after school hours or on weekends and the District may require reasonable substantiation of the matter requested.

- For the 2021-2022 school year employees that receive personal days will receive two (2) days personal leave for no reason given, providing that no more than one such leave for each ten (10) employees in a particular building per day will be granted per day OR at the discretion of the building supervisor or administrator.
- One (1) day personal leave that can be elected by employees who have used three (3) or fewer sick leave days in the previous year AND the employee has elected in writing to trade five (5) of their current year's allotment of sick days for said personal day on or before September 1<sup>st</sup> of the current contract year. This personal day can be used with no reason given, provided that no more than one such leave for each ten (10) employees in a particular building per day will be granted per day. This personal day is not available to first year employees.
- None of said personal business or personal leave days shall be approved:
  - When both are scheduled immediately before or after a weekend during the final six weeks of the school year
  - On the day before or the day following a vacation period
  - Or when the District has limited such leaves to fifteen (15) for any one day
  - The District can give consideration to application for leaves of absence on said days in cases of emergency to be granted at the discretion of the District.
- In the event an employee needs not more than one of the personal leave days provided for in conjunction with the personal business day provided for, the employee shall state the reasons therefore in the application and the District will grant it, subject to substantiation if requested and the other applicable provisions of this leave.
- Applications for personal and/or business leaves shall be requested by the employee at least 7 calendar days in advance, unless of an emergent nature.
- The District shall promptly either approve or deny each request and if denied, the District shall state the reasons therefore.
- Personal or business leave days are not accumulative from year to year.

#### **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.

#### **BEREAVEMENT**

An employee may apply for personal leave in case of death of a member of the immediate family (spouse, parent, step-parent, guardian, sibling, child, stepchild, foster child, grandchild, grandparent and comparable relatives of the spouse ) The employee may be granted leave without loss of pay for as many days, not to exceed five (5) days. An additional five (5) days may be granted in the event of a death of spouse, parent, or child of the employee as may be necessary.

In case of a funeral of any other relative or person of unusually close relationship, the employee will be granted one-half (1/2) day with pay. One (1) day with pay may be granted if the situation makes it necessary.

#### **FAMILY ILLNESS**

In the case of illness of a member of the immediate family, the employee shall be granted a paid leave of absence for a period not to exceed five (5) days per year as may be necessary. An additional two (2) days may be granted by the Human Resources Department with pay minus the actual cost of a substitute.

Family illness is defined as a member of the immediate family calling for the services of a physician of such nature that the immediate presence of the employee is required during the work day.

Verification of illness may be required.

#### **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.

#### **EMERGENCY LEAVE**

Paid leave may be available to employees that are victims of catastrophic events (natural disasters, fire damage, flooding, etc.). This leave is granted at the sole discretion of the District. Requests for emergency leave shall be submitted in writing to the Human Resources Department.

## **UNPAID LEAVES OF ABSENCE**

All requests for unpaid leaves of absence shall be submitted in writing to the Human Resources Department. Any request shall state the reason for the leave of absence and the approximate length of time off that the employee is requesting. A written request to return to work must be submitted to the Human Resources office a minimum of seven (7) calendar days prior to the requested return date. Human Resources will notify the employee of their approved return date.

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

All eligible employees may take up to 26 weeks of unpaid family and medical leave in accordance with the Family Medical Leave Act of 1993 (FMLA). Please refer to district Policy 409.7 and 409.7-R.

## **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.

## **LEAVE FOR HEALTH AND FAMILY RESPONSIBILITY**

Extended leaves without pay may be granted upon the request of the employee who has exhausted all paid leave for the following reasons: personal health or disability, illness or death of a member of the immediate family or childcare. **In the event that this leave is taken for the employee's own personal health or disability, once the employee is released from a physician's care, the employee will need to submit a request to return to work or apply for another applicable leave option.** An employee may request an extension of such leave for up to one additional year. The duration of the leave may be dictated by the District to meet the educational needs of students.

## **EDUCATIONAL LEAVE**

A leave of absence without pay of up to one (1) year may be granted to any employee upon application for the purpose of engaging in study at an accredited institution of higher learning reasonably related to the employee's professional responsibilities or the district mission. An employee may be granted, upon request, an extension of such leave up to one (1) additional year. Employees on such educational leave shall carry a minimum of six (6) hours of credit per semester. This leave will be limited to those employees with more than three (3) years of service in the district.

## **GOOD CAUSE LEAVE**

An extended leave of absence without pay of up to one (1) year may, in the District's sole discretion, be granted for good cause. This leave will be limited to employees with more than five (5) years of service in the district.

## COMMUNICATIONS

### ACCEPTABLE USE POLICY

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.

### INTERNET AND COMPUTER NETWORK-APPROPRIATE USE AND SAFETY 604.2

Because technology is a vital part of the school district curriculum, the Internet and an internal computer network will be made available to employees and students. Appropriate and equitable use of these resources will allow employees and students to access resources unavailable through traditional means. This Policy is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, ensure technology access is used for educational and district related purposes, and to comply with the Children's Internet Protection Act ("CIPA") and the Children's Online Privacy Protection Act ("COPPA").

Students will be able to access the Internet and other network resources at the discretion of their teachers. Individual student network accounts, Google Apps for Education accounts, and electronic mail addresses will be issued to all students. Additionally, teachers periodically use other online tools with students as needed to achieve their curricular objectives. Parents who wish to prevent their student from accessing online tools using accounts provided by the district must complete the appropriate opt out form available from their child's school. Access to the district's network is provided via an assigned username and password. It is the responsibility of users to maintain the privacy of their password. Users should never give out their account credentials under any circumstances and should never reply to an unsolicited email seeking account credentials or other personal information.

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. The district will use technology protection measures to block or filter, to the extent practical, access of material which is obscene, pornographic, and harmful to others over the network. The district reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of district property, network, and/or Internet access or files, including email, as district email may be a public record.

Students at all ages will be engaged in age-appropriate instruction on internet safety and appropriate online behavior, including interacting with other individuals on social networking sites and chat rooms. This will include awareness and appropriate response to cyber bullying. The foundations for this instruction are found in our Media Standard 3: Seeks multiple perspectives, shares information and ideas with others and uses information and resources ethically, Objective 8: Follows Internet safety rules and guidelines as outlined in policy and OnGuard Online curriculum.

The network is to be used in support of education and research and consistent with the purposes of the Waterloo Community Schools District. It is not to be used for commercial or for-profit purposes, and should not be used extensively for personal and private business. Additionally, the network should not be used for product advertisement or political lobbying. Users must not use the network to access or process pornographic material, threatening or obscene material, inappropriate files, or files dangerous to the integrity of the network. Additionally, hate mail, harassment, discriminatory remarks, or other antisocial behaviors must not be used on the network, and copyright laws must not be violated. Users must 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. As the use of the internet and the district's network is a privilege, inappropriate use may result in cancellation of those privileges and may also lead to disciplinary and/or legal action for both students and employees.

Staff members may be given access to confidential or protected information through the district's information systems or through other mediums. Staff cannot disclose this information to any outside individual or group without consent from technology services or student services. Additionally, staff must only access information relevant to their job function within the Waterloo Community School District. Further, staff must understand that user IDs and passwords are personal keys to provide access to confidential information. These credentials must not be shared with anyone, as staff members are liable for information retrieved, altered, or shared from their account.

Staff members should also take appropriate measures to protect and safeguard confidential data they create, modify, or access. Confidential information, such as but not limited to social security numbers and bank account information, should never be stored on removable media such as flash drives. Staff should also ensure that confidential information is never transmitted over insecure or unencrypted mediums. If there is any question whether a medium, service, or site is secure, staff members should consult with technology services. The staff member sharing data is responsible for ensuring only relevant individuals can access the data being shared. Staff should take particular caution when sharing data via cloud-based services to ensure they have set security permissions appropriately to restrict access to confidential information. Any suspected data breaches should be reported immediately to the staff member's supervisor and to technology services.

## **STAFF USE OF DISTRICT LAPTOP COMPUTERS AND MOBILE DEVICES**

**802.7**

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

The Waterloo Community School District has decided to allow staff to use the District's laptop computers, tablets, and other technology inside and outside the school in order to enhance, enrich, and facilitate teaching and administrative duties as well as school communications. District technology is to be used as a productivity tool for school-related business, curriculum enhancement, research, and communications. Staff members may use the District's devices for limited personal purposes subject to this policy, the District's Appropriate Use Policy, and the District's Tech Support policies. Staff members also shall exercise appropriate professional judgment and common sense when using District technology.

## **RESIGNATION**

Any staff member who wishes to resign shall submit his/her resignation in writing or electronically 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, whichever date occurs first.

## **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 Employees' 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.