



CENTRAL DEWITT COMMUNITY SCHOOL DISTRICT

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Secretary Employee Handbook 2020-2021

SECTION 1 INTRODUCTION

A. Applicability

This Employee Handbook will apply to all building level secretaries at the high school, middle, intermediate and elementary schools. It does not apply to secretaries to the superintendent, business manager, and curriculum director, other non-licensed employees, the superintendent, principals or any substitute employees.

B. Effect of Employee Handbook

This Employee Handbook is not intended to imply any contract of employment or any contractual rights. This Employee Handbook manual does not represent a contractual obligation on the part of the Central DeWitt Community School District or its duly authorized representatives. It is each employee's responsibility to become familiar with the policies and procedures of this organization.

This Employee Handbook will be maintained solely by the District. The Board of Directors of the Central DeWitt Community School District and/or the District's administration has the ability to interpret and imply provisions of the Employee Handbook.

C. Effective Dates

This Employee Handbook will be effective upon being approved or accepted by the Board of Directors of the Central DeWitt Community School District or its duly authorized representatives. It will be in effect for the duration of the work year in which it was approved, unless it is modified using appropriate procedures, including providing notice to all employees covered by this Employee Handbook.

D. Savings Clause

Should any section or language of this Employee Handbook be declared illegal by a court of competent jurisdiction, then that section or language will be deleted from this Employee Handbook to the extent that it violates the law. The remaining sections and language will remain in full force and effect.

E. Definitions

1. The term "Board", as used in this handbook, will mean the Board of Directors of the Central DeWitt Community School District or its duly authorized representatives.
2. The term "District", as used in this handbook, will mean the Central DeWitt Community School District.
3. The term "employee", as used in this handbook, will mean all building level secretaries at the high school, middle and elementary schools. The term will not mean secretaries to the superintendent, business manager, and curriculum director, other non-licensed employees, the superintendent, principals or any substitute employees.

SECTION 2 HOURS OF WORK

Lunch Period

Each employee who works more than four (4) continuous hours shall have included in their schedule an unpaid duty-free lunch period of at least thirty (30) minutes, unless an emergency situation arises. The foregoing shall not be construed in such a way as to prohibit the District from directing the work of its employees.

SECTION 3 HIRING AND TRANSFERS

Voluntary Transfers

Employees who desire a transfer to another building may file a written request with the Superintendent on such form as may be provided by the District. The application shall be reviewed by the Superintendent and will be submitted to the Board for its consideration.

The District will announce, by notification on the bulletin boards, the known existing full-time openings for employees as they occur. The openings shall be listed by location with qualifications for position. Employees will have no longer than fourteen (14) days within which to respond to posted openings with a written request for a voluntary transfer.

During the summer months, known existing full-time openings for employees that will be available for the following school year will be posted in the buildings and a list of such openings will be provided to an employee upon their request.

If more than one employee applies for the same position under the above conditions, the determination of the successful candidate shall be made by using the following criteria in the order listed:

1. The skill, ability and competence of the employee.
2. Years of service in the District.

When an outside applicant and a current employee are considered to be equally qualified for a position, as determined by the District, preference shall be given to the current employee.

SECTION 4 SENIORITY AND LAYOFF

A. Layoff

When, in the sole, exclusive, and final judgment of the Board, decline in enrollment, reduction of program or any other reason requires reduction in staff, the District shall attempt to accomplish same by attrition. In the event that necessary reduction in staff cannot be adequately accomplished by attrition, given the necessity to hire and/or maintain the most competent and qualified staff available in the interests of perpetuating the highest quality educational program possible, the administration shall base its decision to retain employees on the basis of the following in this order:

1. The skill, ability and competence of the employee.
2. Years of service in the District.

B. Recall

Laid off employees shall be recalled in the reverse order of layoff, provided the recalled employee meets the qualifications of the job as determined by the District. A recall notice shall be sent via certified mail. Employees shall retain recall rights for a period of one (1) year from the date of notice of the layoff. If an employee fails to notify the District of a change of address or fails within five (5) days of receipt of notice of recall to advise the District of the employee's desire and availability to return to work, any recall rights shall terminate.

C. Seniority

Years of service shall be defined as the number of continuous years of service in the District. A break in service occurs upon voluntary resignation, expiration of recall rights, discharge or an approved leave of absence greater than one year.

SECTION 5 GRIEVANCE PROCEDURE

A. Purpose

The purpose of this procedure is to provide a prompt, orderly method for securing, at the lowest possible level, an equitable solution to grievances. The parties agree that grievance proceedings will be kept as informal and confidential as may be appropriate at any level of this procedure.

B. Definition

A grievance is defined as a claim by an employee that there has been a misinterpretation or misapplication of a provision of this handbook.

C. Any grievance shall be processed in the following manner:

Level One - An employee shall first discuss the employee's grievance with the employee's immediate superior, either alone or in the company of another employee selected by the employee with the objective of resolving the grievance informally.

Level Two - If the employee is not satisfied with the disposition made at Level One, or if no disposition is made within five school days after the discussion, the employee may file the grievance in writing with the employee's immediate superior. The immediate superior shall, within five school days after receiving the written grievance, give the employee a written answer.

Level Three - If the employee is not satisfied with the disposition as evidenced by the written answer, the employee may appeal such disposition to the Superintendent within fifteen (15) days. The Superintendent shall within five (5) school days, after receipt of the grievance, meet with the employee and the employee's representative and such other persons as the Superintendent has designated to consider the grievance. Within four (4) school days after such meeting, the Superintendent or representative shall give the employee a written disposition of the grievance if settlement was agreed upon or, if not, a written answer to the grievance.

The failure of an employee to act on any grievance within the prescribed time limits will act as a bar to any further appeal. An administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.

It is agreed that any investigation or other handling or processing of any grievance by the employee shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the employee.

SECTION 6 EVALUATION

The District shall have the responsibility to establish evaluation criteria and the evaluation instrument to evaluate employees. The administrative staff shall continuously evaluate the performance of employees and shall submit such evaluations in writing to the Superintendent.

Within three (3) weeks after the beginning of the school term, the administration shall advise the employees of the evaluation procedures and instrument to be used. No formal evaluation will take place until such orientation has been given. If an employee is employed to begin work after the start of the school term, the three (3) weeks stated above will commence on the first day of employment. The evaluator will hold a conference with the employee to provide suggestions for improvement. The evaluator will provide a written copy of the evaluation to the employee. If the employee disagrees

with the written evaluation, the employee may submit a written response within five (5) school days of receipt of the written evaluation. The written response shall be attached to the file copy of the evaluation. Both parties shall sign the evaluation and response.

SECTION 7 LEAVES

A. Personal Illness

All employees shall have sick leave any time after the employee has reported for duty. Fifteen (15) days sick leave will be allowed during the first and subsequent years of employment. The employee may use up to ten (10) days of sick leave for illness in the immediate family. Immediate family is defined as spouse, children, and parents of an employee. Employees hired after June 30, 2011 may use up to five (5) days of sick leave for illness in the immediate family. Any unused days of sick leave in any one year shall be credited for use in subsequent years with a maximum of one hundred forty (140) days so accumulated. Employees hired after June 30, 2011, shall accumulate to a maximum of ninety (90) days. The Board reserves the right to request an acceptable certificate of absence signed by principal or a physician and countersigned by the Superintendent. If an employee is unable to report for duty on the first day of the new school term and has no accumulated sick leave on which to draw, compensation for sick leave will not be allowed until the employee does report, whereupon it will become retroactive.

B. Death Leave

In the case of the death of a member of the employee's immediate family (spouse, child, step-child, adopted child, mother-in-law, father-in-law, father, and mother), the employee may be granted by the Superintendent or designee up to three (3) days for the purpose of attending the funeral. Two (2) days may be granted to attend the funeral of a brother or sister and one (1) day may be granted to attend the funeral for a grandparent, grandchild, son-in-law, daughter-in-law, uncle or aunt. The employee shall receive no deduction for the days granted. If additional days are needed, then good cause leave without pay may be granted.

In case of the death of any other relative or person of unusually close personal relationship up to one day of absence shall be allowed. The Superintendent or

designee shall have the authority to extend the above provisions in any specific instance.

C. Personal Leave

All employees will be provided a total of three (3) days of personal leave without loss of salary or benefits each year. Personal leave does not accumulate.

D. Educational and Professional Leave

An employee will be allowed to attend educational and professional seminars/workshops at full pay if such absence is approved by the employee's immediate supervisor. If an employee wishes to be absent to attend a professional meeting, a written request for approval of such absence should be signed by the principal and filed with the Superintendent or designee at least five (5) days prior to the first day of anticipated absence. The District will reimburse the employee the cost of any approved workshop training.

E. Military Leave

The District shall follow the State and Federal Law in the granting of military leave.

F. Jury Duty

In the absence of extraordinary circumstances, employees may be excused for jury duty with the permission of the Superintendent or designee. No deduction from compensation will be made during the term of jury service, provided, however, that all jury fees received by the employee shall be turned over to the District.

G. Leave for Political Purposes

The Board recognizes the right of its employees to seek, serve, and hold public office. The Board also recognizes that District funds should not be used for non-educational activities. Employees wishing to seek, serve or hold public office (local, state or national) may request a leave of absence through the office of the Superintendent to the Board for approval. Absences for such leaves shall be deductible at the per diem rate of contract. Any such leaves

granted by the Board shall not interrupt the placement of the employee on the salary schedule and/or fringe benefits to which the employee is entitled. Requests should be submitted well in advance of the anticipated leave.

H. Extended Unpaid Leave

The Board shall grant an unpaid leave of absence for up to twelve weeks under the terms of the Family Medical Leave Act. Such leave shall be taken in the contract year and the Board may require medical evidence it deems appropriate.

I. Good Cause Leave

Good cause leave, in addition to the leaves above, may be granted without pay at the sole discretion of the Superintendent or designee.

SECTION 8 VACATION

All full-time employees who are employed for twelve (12) months shall be eligible to accrue a paid vacation at the end of each year according to the following schedule:

1 year	1 week
2-7 years	2 weeks
8 years +	3 weeks

All vacations must be approved in advance by the building principal and should not be taken when it could interfere with building activities. Up to five (5) consecutive work days may be taken during the school year. A new employee must have been employed for more than six months to be eligible for one week of paid vacation. A day of vacation shall be that of the employee's normal scheduled work day.

SECTION 9 SALARY AND BENEFITS

A. Salary Schedule

Step 1 \$18.78

The rates in this schedule shall be applied to the first 8 hours in each work day and/or the first 40 hours in each work week. Overtime compensation shall be at one and one-half (1-1/2) times the employee's hourly rate, except that time worked on Sundays and holidays shall be at two (2) times the regularly hourly rate. Overtime shall be paid according to the provisions of the Fair Labor Standards Act.

B. Insurance

The Board shall provide single health insurance for all employees. The health insurance plan shall be a plan comparable to the coverage for 2019-2020. Family health insurance will be available to full time employees. Eligible employees requesting family health insurance will provide \$75 per month towards the cost of the premium. A separate prescription card is included. The Board shall provide single dental insurance, Long Term Disability (LTD) insurance, and term life insurance of \$20,000 for all full-time employees.

C. Physical Examination

Employees shall have a physical examination at initial employment. The District shall pay up to \$55.00 for the examination after the portion covered by insurance has been paid by the insurance carrier.

SECTION 10 PAID HOLIDAYS

All employees shall be eligible for the following paid holidays: Labor Day, Thanksgiving Day, Friday After Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Good Friday, Memorial Day, Fourth of July

Reportable hours for each holiday shall be those hours in effect at the time the holiday occurs. To be eligible for any paid holiday, the employee must work the immediate work day before and after the holiday or have an approved absence with pay.

EMPLOYEE ACKNOWLEDGEMENT FORM

This employee handbook describes important information about employment with the Central DeWitt Community School District. Since the information, policies, and benefits described herein are necessarily subject to change, I acknowledge that revisions may occur and that such changes will be communicated to me through official notices. Only the Board of Directors of the Central DeWitt Community School District has the ability to adopt any revisions to this handbook.

I acknowledge this handbook is neither a contract of employment nor a legal document. I have received the handbook and I understand it is my responsibility to read and comply with the provisions of this handbook and any revisions made to it.

Employee Name (Printed)

Employee Signature

Date