

Charter Oak Ute CSD

Staff Handbook

2021-2022

STAFF REDUCTION

In the event the Board determines that it is necessary to have a reduction in staff, the following procedure shall be followed:

The authority for determining numbers and assignments of staff rests exclusively with the Board of Directors.

When in the discretion of the Board of Directors a reduction in staff must be made, the administration in determining which employees are to be reduced will consider the need to maintain programs of the district and qualifications of the available teachers in the administrative unit.

INSURANCE

The Board shall provide all employees long-term disability, accidental death and dismemberment and life insurance per district policy.

Teachers will have \$630.00 of their compensation package directed toward paying their health insurance each month. ***All school employees covered by the schools adopted insurance program may have the option of staying on the insurance or dropping the insurance and participating in the Cash Equivalent Option Plan. The percentage of employees who may opt out is determined by the insurance company. Employees who are Valid Waves (covered under a group plan) are not considered as part of the percentage.***

For part-time employees the insurance amount for hospital, major medical and dental will be equal to the percentage that the teacher is employed. In the event a part-time employee elects not to take the hospital, major medical and dental insurance, the employee is only entitled to the percent of the amount directed equal to the percent of time employed compared to full-time.

EMPLOYEE WORK YEAR

In-School Work Year (Regular Contract)

The normal teaching contract shall be not more than a period of one hundred ninety (190) days of which there shall not be more than one hundred eighty (180) days spent in actual classroom teaching for those on the normal nine (9) month contract unless modified by law under DPI regulations. Teachers who are required to work additional days beyond the 190 contracted days due to changes in law by state mandates, shall be paid on a per diem rate based on their salary for the school year in which the extra days are required.

Holidays

The regular and extended contract of certified employees shall include five (5) paid holidays. Such paid holidays shall include Labor Day, Thanksgiving, Christmas, New Year's Day and Memorial Day. No certified employee shall be required to perform duties on any of the aforementioned holidays or non-paid period of vacation.

EMPLOYEE WORK HOURS

The hours of the regular school day shall be determined by the Board. Employees may be dismissed at the end of the student day in order to keep medical, dental or legal appointments, to attend to necessary courthouse business, or to attend school activities. Employees also may be dismissed at the end of the student day if the employee has evening extra-curricular or extra-duty assignments. Early dismissal shall only be granted if the teacher has no further supervisory duties during the regular workday. Normally teachers are expected to work an 8-hour day. When administrative directive requires their attendance at activities fifteen minutes to one-half hour prior to the start of the regular day, the teacher(s) may be released on equivalent amount of time at the end of the day. Teachers who work with early classes that start before the normal school day, will be allowed to leave early, upon Superintendents approval.

SICK LEAVE

Sick Leave Policy (Cumulative)

Public school employees may be granted leave of absence for individual or family medically related disability with full pay up in the following amounts:

First year of employment	11 days
Second year of employment	12 days
Third year of employment	13 days
Fourth year of employment	14 days
Fifth year of employment	15 days
Sixth and subsequent year of employment	16 days

Unused portions shall be cumulative to a total of 120 days. When the 120-day limit is reached, further leave does not automatically accrue during the current year. At the Superintendent's request, teachers claiming sick leave privileges shall file a doctor's certificate attesting to such illness.

All days of each individual year can be used for either family or individual illness. All carry over days can only be used for employee illness. For extended family illness leave during the contracted year, teachers' pay will be deducted equal to the substitute pay. Current year leave must be exhausted before employees will be able to use their carryover days.

Employees who have exhausted their leave, may apply to the Superintendent for additional sick days for unusual circumstances. The Superintendent has the authority to approve or deny the additional days.

Family is defined to mean the following: spouse, child, parent, parent-in-law or any other member of the immediate household of the employee. This leave is not cumulative.

PERSONAL LEAVE

Two (2) personal days per year are issued as part of this contract but no individual teacher can accumulate more than three days of personal leave.

Three days of personal leave may be granted per year, but subject to the following restrictions and limitations:

1. Up to three (3) teachers, based on seniority, may take personal leave before or after holidays. They may not take personal leave before or after holidays unless approved by the Superintendent. Leave must be finalized two (2) weeks before the date requested, except in emergencies.
2. An employee planning to use personal leave must notify the Superintendent at least one (1) week in advance except in cases of emergency.
3. Staff members are allowed to carry over one (1) unused personal day into a succeeding year. Under no circumstances may a teacher use more than three (3) days in any single year. (If a teacher uses one (1) day in a year they may carry the other day to the following year. The carry-over day becomes effective for the following academic year.)
4. Teachers may choose to receive financial compensation at the rate of substitute teacher pay for up to two (2) days of unused personal leave. Accepting financial compensation for a day is the same as using the personal leave. Such requests can only be acted on in the months of April or May of each school year unless approved by the superintendent.

5. Teachers who do not have three days of personal leave accumulated may take a third day but their pay will be deducted at the rate of a substitute teacher.

PROFESSIONAL LEAVE

The Board may grant upon application by the employee and acceptance by the Superintendent one (1) day of employee professional leave to be used for educational purposes. However, the total number of professional leave days granted per year shall not exceed twenty (20). Travel, meals and registration fees shall be deemed appropriate expense. The employee shall request professional leave at least one (1) week in advance.

EXTENDED LEAVE OF ABSENCE

Pregnancy

Pregnancy will be treated as an illness and subject to all the contract section regarding sick leave. The employee's physician will determine when the employee's physical condition is such that she should begin her sick leave. The notification will be submitted by the physician in writing to the Superintendent. The employee's physician will also determine when the employee's physical condition is such that she may return to work. This notification will also be in writing to the Superintendent. It is the responsibility of the employee to assure the proper notification as outlined above is on file in the Superintendent's office and sick leave will not be granted until such notification from the physician has been received. If the employee exhausts all her accumulated and current sick leave and has not been released by her doctor to return to work, the situation will be handled as leave without pay. The employee's pay will consequently be withheld on a per diem basis until she returns to work.

Extension Without Pay

Extended leave without pay for up to one (1) year may be granted upon request of the employee and with physician's statement indicating the reasons for the need of said extension. This could be for the mental or physical health of the employee.

Educational Improvement

A leave of absence without pay of up to one (1) year and with the approval of the Board may be granted any employee upon application for the purpose of engaging in study of an accredited college or university reasonably related to professional responsibilities. Upon return

from such leave the employee shall be placed at the employee's previous step on the salary schedule. The employee may also continue to participate in the insurance program at the employee's own expense.

Travel and Exchange Leave

An employee may be granted up to one (1) year of leave without pay to travel for educational purposes or to participate in a teacher exchange with an educator from a foreign country. Upon return from such leave the employee shall be placed at the employee's previous step on the salary schedule. The employee may also continue to participate in the insurance program at the employee's own expense.

Conditions

1. If the employee is granted an extended leave for a specific purpose and thereafter fails to pursue that purpose during the term of such leave, the Superintendent may revoke the leave. Notice of the revocation of the leave shall be mailed to the employee; addressed to his/her last known address by certified mail, return receipt requested. Such notice shall advise the employee to report for assignment to the classroom within fifteen (15) days as designated by the Superintendent and in the event the employee fails to report, the employee's contract will be discharged.
2. Any employee granted a leave of absence for one (1) year should notify the Superintendent by February 15 whether said employee intends to return to teach for the following school year. Said notification shall be in writing and shall state whether the employee intends to return to work or resign. A failure to give such notification by said time shall be treated as a resignation.
3. Upon return from an extended leave, the employee shall be assured of some position with the district, but the district shall not be required to place the employee in the same position he/she left to enter the leave.
4. An individual hired to replace an employee on extended leave shall be subject to discharge upon the employee's return and such discharge upon the employee's return shall not be covered by the staff reduction procedures.

Limitations on Granting of Leave

The granting or denial of extended leave of absence is in the sole discretion of the Board of Directors or its designee and is not subject to grievance. No more than one employee in grades K-5 and no more than one employee in grades 6-12 may be on extended leave at the same time for either educational improvement or travel and exchange leave. No other employees may be approved for such leave until one of the

employees on leave returns from such leave or is no longer employed by the district

TRAVEL REIMBURSEMENT

The district shall reimburse employees for use of the employee's personal automobile at the rate of 35 cents per mile for all approved out of district travel requested by the district.

Employees will be reimbursed for out-of-pocket lodging, registration fees and meal costs incurred as a result of Board approved trips outside the district. Such trips must be approved in advance. Reimbursement is subject to reasonable ceilings established by the Board. Ceilings for 2021-2022 are; Breakfast - \$15, Lunch \$20 and Dinner \$25.

BEREAVEMENT LEAVE

Up to ten (10) days of leave may be granted at any one time in the event of the death of the teacher's spouse or child. Up to five (5) days may be granted at any one time in the event of the death of any member of the teacher's immediate family. However, immediate family is limited to the following: parent, parent-in-law, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, grandchildren or any other member of the employee's immediate household actually residing with the employee. Up to two (2) days of leave may be granted in the event of a death of aunts, uncles, nieces, nephews, grandparents, and those of spouse. Days may be taken non-consecutively but must be taken within a two week period.

WAGES AND SALARIES

The salary of each employee shall be in accordance with the regular salary schedule attached. The schedule includes Teacher Salary Supplement Funds. These funds are reduced/increased then the salary schedule should be adjusted to reflect that change.

Placement on Salary Schedule

1. Employees will be issued a salary that is in relation to their current level of experience.
2. Teacher Experience
Placement upon initial employment in the school district shall be at the discretion of the administration.

Advancement on Salary Schedule

Employees on the regular salary schedule who move from the BA Lane to the Master Lane, shall be placed on the step corresponding with that to which they would have been entitled had they remained in their former educational lane.

SUPPLEMENTAL PAY

Extra-Curricular Schedule

All employees who are assigned the extra-curricular activities listed on the extra-curricular schedule shall be paid in accordance with the extra-curricular schedule.

Timer, Scorer, Bus Chaperone

Timers, scorers, and bus chaperones pay shall be in accordance with the attached schedule.

Ticket Selling and Ticket Taking

The selling and taking of tickets at extra-curricular events shall be paid in accordance with the extra-duty pay schedule.

Supervising Duties

Teachers assigned to supervise school activities and events, outside their area of responsibility, shall be paid in accordance with the extra-duty pay schedule.

REIMBURSEMENT OF CHAUFFEUR'S LICENSE

A certified staff member who obtains a school bus driver's permit shall upon application be paid the difference between the cost of a regular driver's license and a chauffeur's license. The payment shall be made only once during the life of the chauffeur's license.

Charter Oak Ute CSD SALARY SCHEDULE
2021-2022

BA - \$40,500

MA- \$43,500

EXTRA CURRICULAR PAY SCHEDULE
2021-2022

	Dollar Amount
Music	\$1,600.00
Play – Middle School	\$1,600.00
Speech Activities	\$1,600.00
Junior High Head Coach	\$1,600.00
Science Club Sponsor	\$1,600.00
Junior High Assistant Coach	\$1,100.00
Student Council	\$1,600.00
Newspaper	\$1,000.00

EXTRA- DUTY PAY SCHEDULE
2021-2022

Timer

Football
Basketball
Volleyball

J.H.

\$9.00/game
\$7.00/game
\$9.00/session

Scorer

Basketball
Volleyball

J.H.

\$7.00/game
\$9.00/session

Bus Driver

Varsity
\$16.00

J.V.
\$16.00

J.H.

\$16.00

Teacher driving bus to event where teacher also has additional duties.

During the school year each teacher shall perform two extra-duty functions listed below without pay. Bus Chaperone does not fall into this category and if assigned cannot be considered one of two to be performed without pay.

Ticket Selling and Ticket Taking

\$20.00 per event - Assigned teacher must find replacement

Supervisory Duty

\$20.00 per event - Assigned teacher must find replacement

Bus Chaperone

\$32.00 - Assigned teacher must find replacement

**The Board retains its right to assign the above work or duty to employee.*

NOTICE OF NONDISCRIMINATION

It is the policy of the Charter Oak-Ute Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status, sexual orientation, gender identity and socioeconomic status in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have any questions or a grievance related to this policy, please contact the district's equity coordinator. Phone # 712-678-3325 or e-mail: Human Resource Director; Cathy Carstens ccarstens@charter-oak-ute.k12.ia.us

Applicants for admission and employment, students, parents, employees, source of referral of applications for admission and employment, and all unions or professional organizations holding negotiated agreements or professional agreements with the school districts are hereby notified that the district does not discriminate on the basis of **any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.**

in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the COU School District's compliance with the regulations implementing Title VI, Title IX, Americans with Disabilities Act or Section 504, 104.8, 106.9, Office for Civil Rights Guidelines, IV O, Iowa Administrative Code, 287.12 (8), 95.3, 05.4 (1) & 95.6 is directed to contact: **the district's equity coordinator. Equity Coordinator, 321 Main Street, Charter Oak, Iowa 51439, Phone # 712-678-3325 or e-mail: Human Resource Director; Cathy Carstens ccarstens@charter-oak-ute.k12.ia.us**