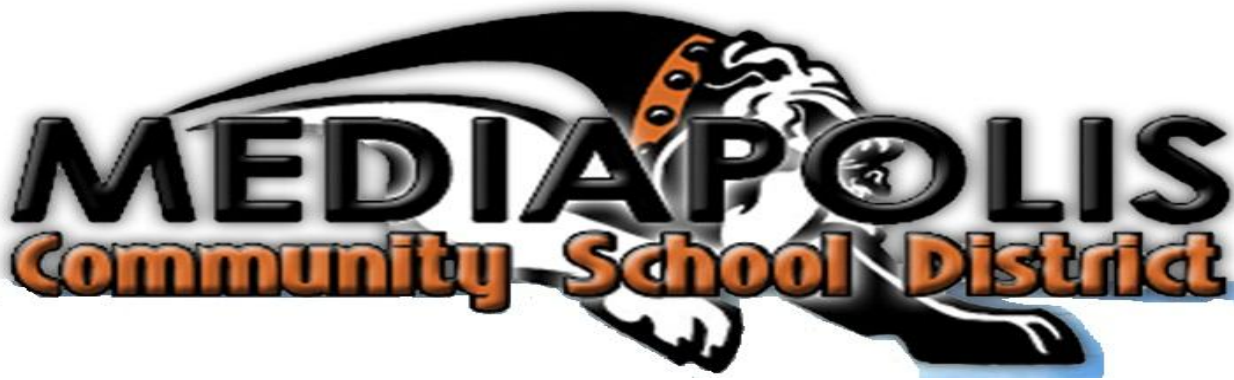


Staff Handbook 2023-2024



The purpose of this handbook is to outline some of our District's policies, procedures, employment benefits, and other matters of interest to staff. This Employee Handbook shall be effective upon being approved or accepted by the Board of Directors of the Mediapolis Community School District or its duly authorized representatives.

This handbook is intended to be informational in nature and its provisions are subject to change upon review of the Mediapolis Vision and Relations Committee and the District's Board of Directors accepting any change. This handbook is not intended to imply any contract of employment or any contractual rights. This handbook manual does not represent a contractual obligation on the part of the Mediapolis 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 handbook shall be maintained solely by the District. The Board of Directors of the Mediapolis Community School District and/or the District's administration has the ability to interpret and imply provisions of the Employee Handbook.

Mediapolis Community School District Office Administration

Adam Magliari - Superintendent of Schools

Sabrina Petersen – Superintendent Secretary

Dawn Kelly - Business Manager and Board Secretary

Darcie Arnold- Payroll, Activities, and Assistant Board Secretary

NOTICE OF NONDISCRIMINATION

Students, parents, employees, and others doing business with or performing services for the Mediapolis Community School District are hereby notified that this school district does not discriminate on the basis of age (except for permitting/prohibiting students to engage in certain activities), race, color, national origin, religion, sex, disability, sexual orientation, gender identity or marital status (in programs), gender, socioeconomic status (in programs), creed, or genetic information (in employment) in admission or access to, or treatment in, its programs and activities and in employment practices, pursuant to Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable state and federal laws.

The District has adopted grievance procedures for processing complaints of discrimination. If you have questions or a grievance related to sex discrimination pursuant to Title IX, please contact Roger Thornburg, Title IX Coordinator, 725 N. Northfield Street, PO BOX 358, Mediapolis, IA 52637, (319) 394-3101 ext. 1126, thornburgr@mepoedu.org, or the U.S. Department of Education (attn. Assistant Secretary, Office for Civil Rights; 400 Maryland Avenue Southwest, Washington, DC 20202; 800-421-3481; OCR@ed.gov). If you have questions or a grievance related to any other type of discrimination, please contact the Superintendent, 725 N. Northfield Street, Mediapolis, IA 52637

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Absence Reporting

Mediapolis CSD uses an automated subfinder system called Frontline to fill staff absences. This system is utilized by staff members and teacher/associate substitutes, using individualized id numbers and pin numbers. Please note that Frontline should be contacted by 6:30 a.m. in order to find a substitute for that day. For more information or questions about Frontline, contact the building secretary or administrator.

Absences are also tracked by Frontline. All absences (whether a sub is needed or not) should be recorded in Frontline by the employee as far in advance as possible.

Veritime is the system used to electronically track hours worked by hourly employees and hourly subs. Contact the building secretary or the Business Office for details.

Abuse of Students by School District Employees

Any staff member witnessing or receiving information about alleged physical or sexual abuse of a student by a Mediapolis Community School District employee must immediately report that information to the employee's supervisor, or to a Mediapolis Community School District Level 1 Investigator. Employees will be asked to provide details about the alleged report. Employees must be truthful and honest about the report. Board Policy #403.6, Abuse of Students by District Employees details the reporting procedure. It is prohibited to retaliate against an employee for making a report of abuse.

Level I Investigator in the event of abuse is:

- Kelli Petersen, School Nurse (319) 394-3101 ext.1413

Alternates:

- Roger Thornburg, MS/HS Principal (319) 394-3101 ext.1126
- Dave Van Ness Elementary Principal (319) 394-3101 ext.1411

Level II Investigator:

- Des Moines County Sheriff's Office (319) 753-8212

Abuse Reports

If a District staff member has a reasonable belief that a child has been abused, the staff member shall notify the Department of Human Services both orally and in writing using the abuse report form. District staff must also report that abuse to the building level administration.

The oral report shall be made by telephone as soon as possible, but no later than 24 hours to Iowa DHS at: Iowa Department of Human Services Child Protective Investigation Unit, 1-800-362-2178. If the reporter believes the child is in immediate danger, the reporter shall advise the Des Moines County Sheriff's Office at, 319-753-8212.. "Child Abuse: A Guide for Mandatory Reporters" can be found at: <https://dhs.iowa.gov/sites/default/files/Comm164.pdf>

Abuse Reporter Training

All certified staff, administrators, and paraeducators who possess a license are required by Iowa law to complete an approved mandatory child and dependent adult abuse reporter training course every five years. Employees who complete trainings should provide a copy of the completion certificate to the superintendent's office. All costs related to abuse reporter training are the responsibility of the employee.

Affordable Care Act (ACA)

The Affordable Care Act is a federal law that requires employers to monitor the number of hours worked per year to determine whether to offer healthcare benefits. The measurement period for the benefits began in 2014-2015. Any qualifying employee who meets the threshold for hours worked will be offered health benefits during the annual enrollment period. Employees who work on an hourly basis must account for the time worked using Veritime unless another form of reporting is approved.

Note: if a district employee retires or resigns from an insurance-covered position at Mediapolis School District, he or she must wait 26 weeks to work or sub again at the district. This is in accordance with the ACA Rehire and Change in Status Rules and district policy.

Accidents

Accidents involving students or staff must be reported immediately to the supervisor/nurse. Under the Occupational Safety and Health Administration (OSHA) and Worker's Compensation law, it is important that the District knows about any accident or injury as soon as possible. Employees injured on the job will be referred to a doctor who specializes in occupational injuries. An injury form must be completed within 24 hours of a personal injury. Ask for help from your nurse or building secretary. See also Worker's Compensation. Any questions should be directed to the administration office; (319) 394-3101 ext. 1450.

Affirmative Action

MEDIAPOLIS COMMUNITY SCHOOL DISTRICT AFFIRMATIVE ACTION PLAN

The purpose of this plan is to assure the equal treatment of all employees and those applicants seeking employment with the district. The district, based on periodic assessments of certified and non-certified employees, will strive to achieve balances of gender and minorities and persons with disabilities in its teaching faculty and support staff.

1. All district publications, advertisements for employment, applications for employment, and notices of vacancies within or outside the district shall include the statement, "The Mediapolis Community School District is an equal opportunity/affirmative action employer."
2. The superintendent or his/her designee shall periodically (usually annually except when no vacancies occur) examine an official roster of employees in all job categories to ascertain if under representation of men or women, minorities, or persons with disabilities is present in the workforce.
3. When under representation is present in major job categories, the district will undertake in hiring practices to remedy the under representation. This in no way shall encourage the hiring of under qualified applicants. When applicants are judged to be essentially equally qualified, preference shall be shown to the applicant, internal or external, who would, by his or her filling a vacancy in an underrepresented job category, move the district toward achieving balance in that category.
4. Notice of the district's affirmative action plan will be included in the annual official notices in the local *Mediapolis News*.
5. This plan will be distributed to the Board of Education on an annual basis. Recommended changes will be considered at regular sessions of the Board of Education.
6. Reference Policy 401.2

Asbestos Notification

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a

guide in formulating asbestos management policies for the schools. The School District facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled, and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

Asbestos Notification Plan 2016

The Mediapolis Community School District is required to notify the public concerning asbestos in the schools. The district has an asbestos management plan, which details the specific asbestos building materials on file in the administration building.

Our last re-inspection was in March 2007, performed by Denise Zimmer, Asbestos Inspector (Mississippi Bend Area Education Agency). District staff conduct periodic surveillance of all the materials every 6 months and the results of those are in the management plan. Dennis Breuer attends classes every year before making these surveys.

The Management Plan is available for inspection by the public during normal business hours at the District Office. Persons who desire to review this plan may contact the Superintendent's Office at 821 Northfield St., Mediapolis, IA or by calling (319) 394-3101 Ext 2.

If you have any questions concerning asbestos in the school or would like to see the management plan, please contact Dennis Breuer at (319) 394-3101 ext. 1433.

Bloodborne Pathogens

Federal regulations require Mediapolis Community School District to provide training regarding the potential exposure to bloodborne pathogens. All staff whose positions have been classified as at-risk for exposure to bloodborne pathogens, which includes teachers, paraeducators, kitchen staff, transportation staff, and custodial staff, will be required to take the training annually. This required training is available using the AEA PD Online system. Employees who complete trainings through AEA PD Online should provide a copy of the completion certificate to the superintendent's office.

Board of Directors (School Board)

Mediapolis Community School District is governed by a seven-member board. Board members are elected at-large by the public. Board members serve staggered four-year terms.

The Board is responsible for approving District budgets and program plans before they are submitted for final approval to the Iowa Department of Education (DE). The Board is also charged with hiring a superintendent and establishing educational policy that supports and supplements DE requirements.

Regular Board meetings are held at the Mediapolis District Administration Office on the second Monday of the month at 6:30 p.m. Agendas are posted at least 24 hours in advance. Staff and the public are welcome to attend.

Board Policies

Under Iowa law, the Mediapolis Community School Board is required to review policies at least once every five years. It is the responsibility of the Board to enact policy. Regularly, on the Board's agenda is a list of the policies under consideration. Mediapolis School District staff has an obligation to know, follow and abide by Board Policy, as well as rules and regulations that implement the policy.

District Logos

Use of District logos on personal or for-profit websites, print materials, and message boards, without the express written permission from the Mediapolis Community School District, is prohibited. Failure to obtain

this permission could and can result in the offending person(s) being reported for infringement and possible lawsuit. Logos may not be used without the District's permission. When questions arise regarding the use of logos, please contact the superintendent's office (319) 394-3101 ext. 1451.

Bullying

Creating an educational environment in which students and staff feel safe from bullying continues to be a focus of the District. The District will continue to monitor bullying and the efforts toward bullying prevention. Creating a culture that does not tolerate bullying behavior is a goal of the District and can only be supported with the assistance of staff. Please do your part in stopping bullying behavior in Mediapolis Schools by addressing inappropriate behaviors and reporting bullying behaviors to the administration. Bullying/Harassment reporting forms are available in the elementary and secondary offices.

Business Office/Administration Office

The business office is located in the Mediapolis Community School District Administration Building: 725 N. Northfield Street. The business staff is responsible for processing purchase orders, payroll, payables, receivables, and equipment inventory. The business office is also responsible for all District personnel records, financial records, documents, and reports.

Calendars

School calendars are available on the District website. These calendars provide information on instructional days, professional development days, parent-teacher conferences, and observed holidays. The District calendars also contain information on meetings, activities, and other events of interest to Mediapolis Community School District staff.

Calendars may change due to unforeseen situations or inclement weather.

Cellular Phones

Use of cell phones should not distract from the educational programming or supervision of students.

Certifications

Under Iowa law, certified staff are required to have the appropriate certification to teach assigned courses. Staff have a responsibility in making sure they are appropriately licensed. It is the responsibility of each staff member to renew his/her licenses and certifications with the Board of Educational Examiners. Once a staff member renews a license/certification or adds a certification, the staff member is responsible for providing a copy of that license/certification to the superintendent's office. Failure to hold the proper license or late renewal of a license can result in fines to staff imposed by the BOEE. Pursuant to Iowa Code Section 294.1, a staff member cannot be compensated without proper certification. Staff may be hired with the agreement that additional certifications or endorsements will be sought. When staff sign the contract they agree to pursue the license or endorsement necessary for the position. Failure to show evidence of progress toward those certifications may be reason for contract termination.

Changes in Personal Status

Changes in name, address, or telephone number must be reported in writing to the business office *as soon as possible* after the change. Changes in the number of dependents for tax deductions or other payroll deductions should be requested through the business office.

COBRA – Consolidated Omnibus Budget Reconciliation Act

Federal and State legislation mandate former staff and their dependents, under certain circumstances, be allowed to continue their health insurance coverage under Mediapolis Community School District's group coverage for a specified period of time following termination of employment. Staff members qualified for COBRA coverage are responsible for the cost of the premiums. The reason for the termination of benefits will

be considered in determining the length of time the individual may be eligible for COBRA coverage. All questions regarding COBRA should be directed to the business office.

Communications - Working with the Media

It is important the public is kept informed about Mediapolis Community Schools. The District welcomes input and inquiries from staff and the community. There are numerous issues with Family Educational Rights and Privacy Act Law (FERPA) that must be considered when communicating with the public and the media.

- It is the practice of the District that all media inquiries and requests should begin with the Superintendent (319) 394-3101 ext. 1451 as a first point of contact.
- The exception to this rule is public events, such as sports events, to which the public is invited and the press has access.
- If the reporter tells you he/she has already contacted the superintendent, it is your responsibility to confirm this prior to speaking with the media. The superintendent will generally contact you to inform you of a media request, rather than just sending a reporter to you without any advance notice.
- Media does not have the right to take pictures, video, or interview students on District property without permission. Again, the exception to this rule is public events, such as sports events, to which the public is invited and the press has access.

Complaint Procedure

Staff are encouraged to resolve conflicts using the chain of command in resolving complaints. Attempt to resolve the issue first with those closest to the issue and most directly involved. If the complaint cannot be resolved, take the complaint to your supervisor and attempt to resolve the complaint at that level. A complaint must not go to the District office unless all other attempts to resolve the issue have been exhausted at the building level.

Computer Support and Troubleshooting

All support requests should be submitted via the Staff Portal to enhance the process of reporting, tracking, and resolving requests. You can always find the most up-to-date contact information at <http://mediapolisKACE/> or servicedesk@mepoedu.org.

Confidentiality – FERPA (Family Educational Rights & Privacy Act Law)

All employees within the district are subject to FERPA regulations. This law protects student directory information from being shared. There is a limited exception for sharing information with other staff when it can be shown to further legitimate educational objectives. Otherwise, sharing information with other staff, students, or the public is prohibited. Unauthorized disclosure of student information may be grounds for discipline.

Copiers

School copiers are for school business and usage for school purposes takes priority. If a school employee needs to use the copier for personal use, the employee should remit \$.10 per copy to the Business Office. Excessive personal usage of school district copiers or for-profit usage is not allowed.

Copyright Compliance

Mediapolis Community School District Board Policy requires staff to abide by the provisions of all State and

Federal copyright laws. Additionally, be careful about anything you download from the internet or post to our website. Like all published material, internet information is protected by copyright law.

Emergency Procedures

The safety of students, visitors, and staff is of utmost importance for all District staff. Fire and tornado signage has been posted in every classroom.

Staff is required to acquaint themselves with evacuation procedures and safe areas. Staff has a significant role in ensuring the safety and well-being of students and must be knowledgeable about the plan to assist the district in the case of a crisis. Principals are required to hold emergency drills, regularly, within the building so staff and students know the procedures to be followed in case of an emergency.

District Equity Statement

The following equity statement should be included on all communications with the public, including emails and District and building publications:

Mediapolis Community School District does not discriminate based on race, color, creed, religion, national origin, sex, gender identity, age, disability, marital status, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, military affiliation, socioeconomic status, or familial status. Inquiries and grievances may be directed to Greg Ray Superintendent, 725 North Northfield Street, Mediapolis, Iowa, 52637, (319) 394-3101, or, the U.S. Department of Education, Office for Civil Rights, Chicago Office, 500 W. Madison Street, Suite 1475, Chicago, IL, 60661

Notes about the use of the equity statement:

- If you are responsible for communicating with the public or designing communications via any of the mentioned means, ensure the statement is accurate.
- The statement should not be included on worksheets or other classroom-assigned materials. This is primarily for communication with the public.

Dress and Conduct

All Mediapolis Community School District staff are expected to dress and conduct themselves in a professional manner appropriate to their employment environment and duties. This can vary amongst staff depending upon the job being performed. If the principal or supervisor believes at any time that the attire is inappropriate, the staff member may be required to go home and change clothes. Questions about appropriate attire should be addressed to your building administrator.

Drug Free Environment

Staff of the Mediapolis Community School District is prohibited from the possession, use, being under the influence, or distributing of drugs and controlled substances anywhere on district property or while responsible for students. Offenders will be subject to disciplinary action which may include termination of employment. The District will notify appropriate agencies if a staff member is convicted of an offense that occurred in the workplace. Staff members are encouraged to become informed of the dangers of drug use in the workplace through seminars, workshops, and written media.

Email

Mediapolis Community School District staff are provided with email accounts. These accounts may be accessed at home using the webmail portal on the District website. Simply login to <http://meposchools.org>, and select the Google Staff Email button in the right column. For ease of access, you may bookmark the link during your first use. A District email account may be accessed from anywhere with an internet connection by going to the following link: <https://myaccount.google.com>. Your staff email address and password are

needed to access the system.

District and building internal e-memos, communications, emails, and attachments are covered by the Electronic Communications Privacy Act, 18 U.S.C. §§2510-2521 and may contain privileged and confidential information intended only for the use of the staff to whom they are sent. You should not disclose, distribute, copy, or forward these emails to anyone who is not the intended recipient. Emails may possibly contain student or staff information that is necessary for you to conduct your business as a staff member, but if forwarded to someone outside of the organization, may violate FERPA privacy laws. This could put both you and the District at risk for violating the law.

Emails are considered public records and may be requested for review. It is recommended you keep this in mind at all times and use email only in a professional manner. Board policy 602.15 and 602.17-18 Technology Use was specifically amended to state that staff may use District email for "incidental appropriate personal use." A good rule of thumb to follow is, "do not put anything in an email that you would not want to read on the front page of the newspaper."

Your email signature should be factual in nature and only include the following information: Name, title, relevant contact information, and the following privacy statement:

Confidentiality Notice: This email and any attachments are covered by the Electronic Communications Privacy Act, 18 U.S.C. §§2510-2521 and contain privileged and confidential information intended only for the use of the individual or entity named. If you are not the intended recipient, you are hereby notified that you should not review, use, disclose, distribute, copy, or forward this email. If you have received this email in error, please notify the sender immediately and delete/destroy any and all copies of the original message.

Email Etiquette

Email is a great communication tool. It is fast and easy, but with it comes responsibility to ensure it is not misused. It is also important to remember that emails are public documents and may be reviewed by the press or the public when using Mediapolis Community School District equipment.

The person in whose name an account is issued is responsible at all times for its proper use. Users must not give a password to another user. Passwords should be changed frequently.

The content and maintenance of a user's disk storage area is the user's responsibility: keep files to a minimum, files should be downloaded to your personal computer's hard drive or to disks and routinely and frequently virus scan your system, especially when receiving or downloading files from other systems.

Mediapolis Community School District staff members are expected to abide by the generally accepted rules of email etiquette.

Emergency Contact Information

Staff is asked to update personal emergency information each year as necessary. Information is stored within the district's accounting software and is accessible by administration in the event of an emergency.

Employment Agreements

Employee collective bargaining agreements are limited to base wages. Board Policy, this handbook as well as federal and State employment laws will govern work conditions of the Mediapolis School District. Resignation by employees are covered later under the Resignation section.

Employment Contracts

Under Iowa Code, licensed staff is considered "certified" and issued individual employment contracts.

Certified staff new to the profession is considered probationary in the first three years of employment. Certified staff new to the District, on a standard license, is also considered probationary for two (2) years. After the probationary period, these “certified” contracts are considered “continuing” contracts and typically continue from year to year unless there is a termination, resignation or mutual modification of the contract. The contracts are typically issued after salary negotiations are complete. Once issued, the staff member has 21 calendar days to return the contract to the superintendent’s office. This is considered a binding contract once the contract is returned to the District. Those certified contracts typically begin on the first day of scheduled duty and conclude on June 30.

Employee Organizations

Mediapolis Community School District staff is grouped into the following categories; administration and non-union, certified, classified, and transportation.

Employee Expression

The Board believes the District has an interest in maintaining an orderly and effective work environment while balancing employees’ First Amendment rights to freedom of expression and diverse viewpoints and beliefs. When employees speak within their official capacity, their expression represents the District and may be regulated. The First Amendment protects a public employee’s speech when the employee is speaking as an individual citizen on a matter of public concern. Even so, employee expression that has an adverse impact on District operations and/or negatively impacts an employee’s ability to perform their job for the District may still result in disciplinary action up to and including termination.

Employees who use social media platforms are encouraged to remember that the school community may not be able to separate employees as private citizens from their role within the District. Employee expression on social media platforms that interferes with the District’s operations or prevents the District from functioning efficiently and effectively may be subject to discipline up to and including termination.

A District employee who acts to protect a student for engaging in free expression or who refuses to infringe on students engaging in free expression, and who is acting within the scope of their professional ethics will not be retaliated against or face any adverse employment action based on their behavior provided that expression is otherwise permitted by law and Board policy.

If the Board or court finds an employee that is subject to licensure, certification, or authorization by the Board of Educational Examiners discriminated against a student or other co-employee, the Board will refer the employee to the Board of Educational Examiners for additional proceedings as required by law and which may result in discipline up to and including termination.

Energy Conservation

Conserving energy and cutting costs can help us better protect positions, programs, and other needs. This will be achieved through ongoing purchase of energy saving devices, implementing new technology in building control systems, and removal of nonessential energy-consuming devices. It is our intent to make our buildings energy efficient without decreasing the integrity of the teaching environment.

Electrical devices are prohibited that do not meet the criteria below.

- The item is required by law (i.e. Iowa Code or City Ordinance, etc.)
- The item is required to ensure safety (i.e. radio / TV for monitoring inclement weather)
- The item is required to support the health/educational/curricular needs of students and staff (i.e. refrigerators for medications; storing breast milk)

Electrical devices purchased with staff’s personal funds (personal property) that do not meet these criteria

are prohibited. Specifically, these items include, but are not limited to:

1. Refrigerators/freezers
2. Coffee/cappuccino makers
3. Hot plate/warmers/slow cookers/fryers
4. Space heaters/coolers
5. Lamps
6. Fish tanks/aquariums
7. Personal refrigerators
8. Microwaves and toasters/toaster ovens
9. Candle warmers and plug-in air fresheners
10. Personal printers/scanners and multifunction machines
11. Other similar personal appliances

District provided refrigerators and microwave ovens are available in staff break rooms. If any item is in question, approval must be obtained from the building principal annually.

If a concern arises in your classroom and the temperature is below 68 degrees or above 78 degrees, notify your building's lead custodian who will work to correct the issue. However, if the temperature in the classroom is within the 68-78 degree range, we ask that students and staff please dress appropriately. Additionally, please observe the following:

- Keep exterior doors and windows closed so heating and air conditioning are as efficient as possible and for safety concerns.
- Keep areas around ventilators, diffusers, and registers clear of items (min. 3 feet) so the unit will operate as intended.

Please contact your building principal with any questions.

Equal Employment Opportunity and Affirmative Action

Mediapolis Community School District, as a public entity, is an equal opportunity and Affirmative Action employer.

Equipment

Access and utilization of Mediapolis Community School District equipment is not intended to provide staff with personal, recreational, or financial benefit. The District is not responsible for any personal information such as; photos, music, etc. stored on District computers. Use of District equipment like computers and cellphones may be allowed for incidental personal use. Beyond those exceptions, use for non-work related purposes, including secondary employment is prohibited. Secondary employment includes "for profit" camps or non-school activities.

Exit Checklist

Staff leaving employment with the District will be asked to turn in keys, access cards, identification badges,

and any equipment or instructional materials that are the property of the Mediapolis Community School District. If resigning, the business office requires a copy of the resignation letter and the last date of work. Exiting staff will be immediately disconnected from access to the District's email system, as well as access to any other databases and to buildings within the District.

Extra Duty Assignments

Extra duty assignments or other duties as assigned are those responsibilities not considered "coaching duties." Extra duty assignments or other duties as assigned shall be understood to mean minor or incidental tasks related to the operation of the school and supervision of students.

Facility Rental

Rental of facilities for personal or civic groups is facilitated through the Activity Office. There is a rental fee for use of the facilities.

Contact the activity director, at extension 1104.

Fire

Fire evacuation maps are located in every work area in a District building. Fire drills are held periodically. In case of fire, a continuous alarm will sound and staff should collect students. Staff should follow all fire code policies. See building administrators for questions.

Fiscal Year

The District runs on a fiscal year from July 1 to June 30. All collective bargaining agreements begin on July 1, and the terms extend until the following June 30, unless specifically noted otherwise. The employee health and other insurances along with the flex benefit plan year and the Family Medical Leave Act (FMLA) plan year run consistent with the fiscal year.

Flexible Benefits

Mediapolis Community School District participates in a flexible benefits program that allows full-time employees to take pre-tax payroll deductions for various non-reimbursed medical and dependent care expenses. Enrollment occurs during the spring at the same time as the District health insurance enrollment, or upon hire. After enrollment, election changes may occur if the employee can demonstrate a qualifying "life event status change" pursuant to the IRS regulations.

Fundraisers/Canned Food Collections

For procedures related to fundraising and canned food collections, see the Business Procedures Manual in Appendix D.

Gift Law

Iowa's Gift Law prohibits staff from accepting gifts except in specific circumstances. The District has a policy on the Gift Law. Generally, the following exceptions apply: food or drink valued at under \$2.99 per day/per donor, mementos with negligible resale value (such as a personalized plaque), and items offered to the general public. Many of our parents and the community are generous and want to recognize staff with gifts during the year, especially during the holiday season. While nominal gifts may be accepted, encourage parents who want to give a gift, to purchase supplies, games, tools, for the classroom. Any items received over the \$2.99 limit will be considered District property and tagged appropriately. If you have questions, please refer to Board Policies; 400.4.

Grievance

A grievance shall mean a complaint that alleges a violation of any of the provisions of this handbook,

including any appendix of this handbook, or of the individual employee's written contract.

Every employee covered by this handbook shall have the right to present grievances in accordance with these procedures.

The failure of an employee to act on any grievance within the prescribed time limits will bar any further appeal of that particular grievance. The failure of an administrator to give a decision within the time limits shall advance the grievance to the next step in the procedure. The time limits may be extended by mutual agreement of the grievant and the administrator; such agreement to be in writing and signed by both parties.

Any investigation or other processing of any grievance shall be conducted so as to result in no interference with, nor interruption of the instructional program and related work activities of the grievant.

The first step in the procedure shall be an attempt to resolve any grievance informally, verbal discussion between the complainant and his, or her principal, or, in his absence, the principal's designated representative.

If a grievance is not resolved informally, as the second step, the aggrieved employee shall at a reasonable time within fifteen (15) school days following the date of the action being grieved, file the grievance in writing, and discuss the matter with the principal's designated representative. The written grievance shall be presented on a form, provided by the Employer, stating the nature of the grievance, the specific item or items of the handbook being grieved, the date of the occurrence, and the remedy requested. The principal shall make a decision on the grievance and communicate it in writing to the grievant and the superintendent within ten (10) school days after receipt of the written grievance.

In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved employee shall file, within five (5) school days of the principal's written decision, a copy of the grievance with the superintendent, or, in his absence, the Superintendent's designated representative. Within ten (10) school days after such a written grievance is filed, the aggrieved and a member of the local Association or Union, if the aggrieved so desires, and the Superintendent shall meet to resolve the grievance. Within ten (10) school days of the meeting, the Superintendent shall file a written decision with the employee and the principal. The decision of the Superintendent shall be final and binding.

If any employee files any claim or complaint in any forum other than under the grievance procedure of this handbook, the Employer shall not be required to process the same claim or any claim related thereto through the grievance procedure. An Association or Union meeting shall not be considered a "forum" for the purpose of this procedure.

Harassment - Staff

Mediapolis Community School District promotes a working environment that is free from harassment due to race, color, creed, religion, national origin, gender, gender identity, age, marital status, sexual orientation, physical attributes, physical or mental ability, or disability, ancestry, political party preference, military affiliation, socioeconomic status, or familial status. If you experience a situation of harassment or are aware of a situation, you are encouraged to report the incident to your building administrator. Refer to Board Policy: 102.2 Anti-Bullying/ Harassment for details and reporting procedures.

Harassment—Student

The District takes allegations of harassment seriously. Staff must continually monitor the educational environment for incidents of harassment and shall report any incidents or complaints of student-to-student and adult-to-student harassment to their building administrator. The student harassment policy can be found

in the student handbook. ” Refer to Board policy 102.2 Anti-Bullying/ Harassment for details and reporting procedures.

Hazardous Chemicals

Federal legislation requires Mediapolis Community School District to provide training regarding potentially hazardous chemicals with which staff may come in contact. No cleaning chemicals are to be brought into and used in the school environment unless supplied by the District. Online training may be accessed through the AEA PD Online system. Employees who complete trainings through AEA PD Online should provide a copy of the completion certificate to the superintendent’s office.

Holidays

Paid holidays are paid consistent with the provisions in the appropriate appendix corresponding to your employee Unit. Calendars are posted on the district website for reference.

Identification Badges

All District staff, visitors, substitutes, and volunteers must clearly display their identification badge at all times. Visitors, substitutes, and volunteers must sign in at the building office. This is for the safety of you and our students. Each building’s entrance has been redesigned to facilitate greater precautions for visitor admittance. Visitors may not enter the building until they are cleared for admittance.

Staff and visitor badges are important to the security of the building. If you need a new or replacement badge, please contact the District administration office at (319) 394-3101 ext. 1450, and a replacement badge will be made for you. Report all lost or stolen Identification Badges (or keys) to the Business Office as soon as possible.

Staff identification badges will admit yourself, spouse, and any children under 4th grade into District sponsored home events.

Insurance and Forms

Mediapolis Community School District’s regular full-time staff has a fringe benefits package that includes Blue Cross Blue Shield medical and prescription drug insurance. Regular full-time staff will also have access to Delta Dental and AVESIS Vision insurance. The costs for these insurance benefits usually change based upon the terms of ISEBA (our third party administrator). Information for these insurance programs can be obtained from the Business Office. Coverage becomes effective the first day of the month after the first full month of employment in the District (ex: hired on 8/15/xxxx insurance effective date would be 10/1/xxxx).

The District has an annual open enrollment period for insurance that begins in the Spring of each year. Staff eligible for coverage but choosing to waive medical insurance, must provide notice of alternative health medical coverage.

Staff may opt out or opt to take the District insurance after enrollment if the employee demonstrates a qualifying “life event status change” that is in accordance with the rules of the insurance carrier’s plan. If the staff member opts out of the District insurance due to a “life event status change” then the staff member would be required to show proof of other coverage.

The District’s benefit plan year runs fiscally from July through June. Insurance eligible classified 9 month employees who terminate employment during the months of July and August will be responsible to pay the cost of their insurance premium and/or the balance due for the district paid portion of their insurance premium that covers their insurance premium during the summer months (the employees are invoiced in the summer for the district portion that is paid) or, agree to end their insurance coverage as of June 30. Affected classified staff members include; para-educators, food service, and secretaries working less than 12 months per year. Insurance eligible classified staff considering a resignation during the summer months

should contact the Business Office to discuss their insurance obligations.

Retiring staff who are taking Mediapolis' group health insurance may elect to continue their group coverage in accordance with state law at their own expense until they reach Medicare eligibility. Payments will be made to the business office according to established guidelines or coverage will be terminated.

Internet Guidelines

The Mediapolis Community School District's computer network (including the internet, intranet, and email) is integral to the accomplishment of Mediapolis' mission. Mediapolis Community School District staff will use computers and related network activity in a responsible, efficient, ethical, and legal manner. These guidelines apply to in-office and remote-access use. Mediapolis Community School District characterizes as unethical and unacceptable, cause for taking disciplinary action, removal of networking privileges, and/or legal action, any network activity through which an individual/staff member:

- Violates such matters as institutional or third party copyright or patent protection and authorizations, as well as license agreements and other contracts.
- Seeks to gain or gains unauthorized access to information resources.
- Uses or knowingly allows another to use any computer, computer network, computer system, program, or software to devise or execute any artifice or scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
- Without authorization, destroys, alters, dismantles, disfigures, prevents rightful access to, or otherwise interferes with the integrity of computer-based information and/or information resources.
- Without authorization invades the privacy of individuals or entities that are creators, authors, users, or subjects of the information resources.
- Violates any U.S. or State laws.
- Violates any Mediapolis Community School District procedures, guidelines, or Board Policies
- Uses profanity, obscenity, or otherwise objectionable language in either public or private messages.
- Copies software in violation of copyright law.
- Uses the network for financial gain, commercial activity, or for any illegal activity.
- Interfere with or disrupt network users, services, or equipment.
- Distributes unsolicited advertising.
- Knowingly propagates computer worms or viruses.
- Uses the network for extensive personal use.
- Uses the network for any privately operated business.
- Uses the network to make unauthorized entry to other computational, information, or communications devices or resources.
- Uses the network to knowingly access or download pornographic or other offensive information.

Staff should lock electronic devices when they are not in use.

Access to the Mediapolis Community School District network is not intended to provide staff with personal or recreational internet or email access. The person in whose name an account is issued is responsible at all times for its proper use. Mediapolis Community School District will monitor the usage (direct or remote) of the network to ensure equitable, adequate access for all Mediapolis Community School District users and compliance with Board Policy and these guidelines. The district reserves the right to monitor all traffic on the Mediapolis Community School District Servers, its network, and devices. Mediapolis Community School District staff may not assume privacy in any electronic communications. Mediapolis Community School District staff electronic files may be accessed by persons with system privileges.

Job Vacancy Notices

All job vacancy notices will be posted via the District website through TEACH Iowa. Both internal and external applicants are encouraged to monitor the site for possible job openings of interest. Questions about the TEACH Iowa tool should be directed to the Superintendent secretary, at extension 1450. Staff can access TEACH Iowa through the District website. Look for the "Jobs at Mediapolis" link under the District tab on the school's home page, which will direct you to TEACH Iowa postings. Remember that as an internal staff member, all hiring supervisors may not be familiar with your work. Please provide an updated application including additional relevant coursework, certifications, or endorsements. See the appropriate appendix for more information.

Leaves of Absence

Staff have the opportunity to earn and accrue leave during the year. Staff should provide as much notice as possible for leave. Staff must complete their request for leave in Frontline/Frontline. Failure to report an absence may result in unauthorized, unpaid leave and possibly disciplinary action.

Bereavement Leave

A leave of absence not to exceed five (5) days shall be granted to employees without loss of pay in the event of a death in the immediate family. Said immediate family shall be limited to spouse, children, parent, and other persons of immediate household.

A leave of absence not to exceed three (3) days shall be granted the employees without loss of pay in the event of a death in the family, except that up to two (2) additional days may be granted employees without loss of pay, at the discretion of the principal, in instance of travel or other unusual circumstances. Said family shall include grandchild, grandparent, brother, sister, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, and grandparent-in-law.

For other funeral leave, a personal day may be used. Personal leave days that would be lost due to non-use may be carried over to a maximum of one (1) day for use as bereavement leave for persons not listed above.

Extended Leave of Absence

Staff may request extended leaves of absence without pay for absence not specified in this handbook. Extended leave may be granted at the discretion of the Superintendent of Schools but shall not be subject to the grievance procedure of this handbook.

While on this leave, staff will not accrue benefits nor earn seniority, but will maintain those benefits already earned. Upon return from this leave, staff members will return to a comparable salary and the same or similar assignment.

Family/Child Leave

Employees shall be granted leaves of absence without loss of pay for illness in the immediate family, not to exceed five (5) days per school year, with such leave not cumulative. If an employee has exhausted the

provision of five (5) days of leave of absence for family illness, said employee shall have the option to use accumulated sick leave days for the purpose of leave of absence for family illness. In such cases, leave of absence with pay shall be granted the rate of two (2) sick leave days per one (1) day of leave of absence for family illness, in increments of up to ten (10) working days, to a maximum of sixty (60) days of sick/thirty (30) days of leave for family illness. Said immediate family shall be limited to spouse, child, step-child, parent, parent-in-law, or permanent resident in the employee's household for whom the employee is the major caretaker and has responsibility for physical care. The above five (5) days of leave of absence, without the option to use accumulated sick leave, shall be available for the following additional family members: sibling; grandparent; and grandchild. Unusual situations can be approved at the discretion of the superintendent.

Requests for a leave of absence for family illness shall be directed to the principal. The employee shall be responsible for informing the principal of the nature of the illness, the expected length of leave required and the address and/or phone number at which the employee can be reached during the leave.

Employees of the District are entitled to family medical leave to the same extent and subject to the same terms and conditions as set forth in the Family Medical Leave Act of 1993 and the regulations implementing the Act. The addition of this provision shall not diminish any of the other leaves in this contract.

Family Medical Leave Act (FMLA)

FMLA is a Federal law that allows eligible staff who have worked at least 1,250 hours during the 12-month period preceding the leave and has been employed for at least 12 months, up to 12 weeks of unpaid leave. The District may require staff giving notice of the need for leave to provide reasonable documentation or a statement of family relationship. FMLA may be taken for the following purposes:

- a. The birth of a son or daughter and to care for that son or daughter prior to the first anniversary of the child's birth;
- b. The placement of a son or daughter with staff for adoption or foster care and to care for that son or daughter prior to the first anniversary of the child's placement;
- c. To care for the spouse, son, daughter, or parent of staff if the spouse, son, daughter, or parent has a qualifying serious health condition; or
- d. A qualifying serious health condition that makes staff unable to perform the essential functions of his or her position.
- e. Because of a qualifying exigency arising out of the fact that a staff's spouse, son, daughter, or parent is on active duty or called to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
- f. Staff is the spouse, son, daughter, parent or next of kin of a covered servicemember with a serious injury or illness.

FMLA leave may be used in conjunction with other appropriate leaves. All applicable paid leave must be used before unpaid leave is granted and used in conjunction with FMLA. FMLA leave runs on a fiscal year basis, which means eligible staff may take up to 12 weeks of leave during the fiscal year. FMLA is a Federal law and the human resources office is required to track requests for leave to determine whether employees are eligible and should be extended the leave. For details about this leave, contact the Business Office.

Iowa Civil Rights Act

Iowa Code 216.6(2) (e) provides certain leave rights for pregnant staff when leave is not available or sufficient leave is not available under any health or sick leave plan in connection with employment.

The District will grant staff, who is disabled by pregnancy or pregnancy-related conditions, a leave of absence not to exceed 8 weeks or the lesser of the period that staff is disabled because of the staff's pregnancy, childbirth, or related medical condition. Staff are required to give their building principal timely notice of the need for such leave. Medical certification is required.

Use of all applicable paid leave must be used before unpaid leave is granted, and such leave is used in conjunction with the Iowa Civil Rights leave.

Jury duty/Court/Responding to subpoenas

An employee shall be paid full pay for absence from work when under court order to serve as a juror or a witness. This is intended to mean that the employee shall receive full pay for time lost due to examination, selection, and/or actual service on a jury, or as a witness, when said employee is under court order. Fees paid to employees for such services shall be turned in to the Employer, except mileage reimbursement.

Employees shall report to the Employer if excused before the end of the workday.

Personal Leave

Employees shall be granted two (2) days of leave per school year for personal reasons without loss of pay. Personal leave may accumulate to Five (5) days, with current personal leave days plus prior accumulation not to exceed this Five (5) days maximum

Personal leave shall not be taken during the first two (2) or last two (2) weeks of school, except in case of emergency as solely determined by the district. Exceptions are allowed when necessitated for travel to and attendance at an event not scheduled by the employee. Judgments by the principal shall be neither arbitrary nor capricious, but based on the reasons presented at the time of the request. Such reasons should relate to an event not scheduled by the employee. Events could include, but not be limited to, weddings, graduations, travel complications, or school events.

Personal leave shall be granted only if a suitable substitute can be obtained. Requests for leave shall be made to the principal three (3) days in advance of desired leave, except in case of emergency.

Professional Leave

Certified staff may request professional leave. Professional leave may be granted at the discretion of the building principal but shall not be subject to the grievance procedure of this handbook.

Pro-ration of Leave

Part-time or mid year hire employees shall be entitled to a leave of absence for personal illness or injury with full pay on a pro-rata basis on one day of normal part-time employment to a day of sick leave, e.g. for a part-time employee whose normal workday is two (2) hours, a "day of sick leave" would be two (2) hours long.

Sick Leave

Paid sick leave is available for all staff when a personal illness or injury results in a restriction from work. Depending upon the staff employment unit, the number of available leave days and the maximum accrual amount will vary. (Please see appropriate employee unit appendix.) Staff may also be required to document the leave with a doctor's note. For extended absences, the District may require verification from a doctor and will also require staff to complete an FMLA application.

Unpaid Leave

Generally, requests for unpaid leave will not be granted. There are exceptions for medical situations or extenuating circumstances. Unpaid leave may be granted at the discretion of the Superintendent of Schools but shall not be subject to the grievance procedure of this handbook.

Mail

District incoming mail is delivered to the Administration Office. Delivery personnel will deliver both USPS (U.S. Postal Service) and inter-school mail between the buildings. Inter-school mail should be placed in inter-school mail envelopes. District Office outgoing USPS mail must be placed in the appropriate mail bin either in the elementary office or the high school lounge by 2:00 p.m. This will allow appropriate time for the mail to be picked up, postmarked, and delivered to the post office. **Staff may not use the District postage meter for personal mail. Additionally, staff is not to have personal deliveries sent to the District, nor send personal outgoing mail through the District mail unless prior approval is obtained from the superintendent.** Mail processed via postage meter on behalf of a related District entity (such as athletic camps) will be billed back to such entity by the business office. In such cases, information should be provided to the business office at the time of the mailing regarding who should be billed.

Maintenance Work Requests

Email any necessary work requests to the head custodian and carbon copy your building principal.

Meeting Arrangements and Equipment

Conference rooms are available to accommodate District staff meetings, in-service sessions, workshops, demonstrations, classes, and other group meetings, as well as to provide space for committees, conferences, consulting, and breakout sessions from large groups. District staff must use the facility use request form for activities outside of their classroom.

Multi-Cultural/Gender Fairness

The District is committed to ensuring program offerings through books, media, and other instructional materials will represent a balanced viewpoint for students.

Non-Discrimination Policy

Board Policy 102.0 states, in part:

Students, parents, employees, and others doing business with or performing services for the Mediapolis Community School District are hereby notified that this school district does not discriminate on the basis of age (except for permitting/prohibiting students to engage in certain activities), race, color, national origin, religion, sex, disability, sexual orientation, gender identity or marital status (in programs), gender, socioeconomic status (in programs), creed, or genetic information (in employment) in admission or access to, or treatment in, its programs and activities and in employment practices, pursuant to Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable state and federal laws.

The District has adopted grievance procedures for processing complaints of discrimination. If you have questions or a grievance related to sex discrimination pursuant to Title IX, please contact Roger Thornburg, Title IX Coordinator, 725 N. Northfield Street, PO BOX 358, Mediapolis, IA 52637, (319) 394-3101 ext. 1126, thornburgr@mepoedu.org, or the U.S. Department of Education (attn. Assistant Secretary, Office for Civil Rights; 400 Maryland Avenue Southwest, Washington, DC 20202; 800-421-3481; OCR@ed.gov). If you have questions or a grievance related to any other type of discrimination, please contact the Superintendent, 725 N. Northfield Street, Mediapolis, IA 52637.

Business Office Hours

The Business Office is open from 8:00 am to 4:30 pm Monday through Friday when school is in session. During the winter, spring, and summer breaks, business office hours may be adjusted. Buildings may also

establish and post limited office hours during the summer and breaks. Summer hours begin one week after school ends and end one week before new teachers return.

Orientation

Certified staff has one additional training/workday added to the contract in the first year of employment. New staff will be assigned a mentor and training opportunities will occur throughout the year to acquaint staff with the curriculum and working environment. Classified personnel are required to attend training dates as designated by the administration.

Outside Organization Access to Students During the Instructional Day

To be successful in meeting student needs, the instructional day is protected for the purpose of learning.

organizations, unless directly affiliated with the District, will not be afforded time during the instructional day to meet with students. Those organizations are encouraged to find time before and after school to meet with students.

Overpayment

The District is a public entity and as such is required to account publicly for the use of taxpayer funds. There are instances when staff, through an error in payroll, contract issuances, and/or overdrawing a leave account may owe the District money. The District's goal is to eliminate errors or at the very least keep errors to a minimum. The District is publicly funded, therefore obligated to correct the error and collect any overpayment. The District will cooperatively work with staff to correct the overpayment through a payment plan or other reasonable resolution.

Overtime

Overtime is payable to staff in the District considered to be covered by the Fair Labor Standards Act (FLSA). Administrative and teaching positions are specifically considered exempt from the FLSA overtime provisions. Before overtime can be worked, there must be approval from staff supervisors. Working overtime without the permission of the supervisor may result in grounds for discipline. Staff must report all hours worked under the law. Overtime is paid for "hours worked" over 40 in a workweek and will be paid at one and a half times the staff's regular rate as prescribed by the FLSA. Be aware that not all leaves count toward the overtime calculation. Vacation and holiday may count toward the "hours worked" calculation.

Pay Periods

All staff members are paid on the 20th of the month. When the 20th falls on the weekend, payday is the preceding Friday.

There is a mandatory direct deposit for all new employees.

Payroll Withholding

Payroll deductions consist of federal income tax withholdings, Iowa income tax withholdings, social security, and the Iowa Employees' Retirement System.

Any employee may elect to have payments withheld for insurance and/or annuity programs provided such programs have been approved by the Board of Directors.

Personal Property

The District does carry insurance to cover property loss; however, the District's insurance does not cover the loss of staff or student personal property while on District premises. Therefore, if staff or students bring to work a personal computer, cell phone, or other electronic devices, etc., the staff's or student's personal homeowner's insurance would be responsible for covering any loss.

Personnel Records

Individual personnel records are on file in the Business Office. The Business Office personnel file is considered the official personnel file. Personnel records may be reviewed with the assistance of the business office staff.

The fact that an individual resigns in lieu of termination, is discharged, or is demoted as a result of disciplinary action, and the documented reasons and rationale for the resignation in lieu of termination, discharge, or demotion. ("Demoted" or "demotion" means a change of an employee from a position in a given classification to a position in a classification having a lower pay grade.) Under Iowa Code, applicable disciplinary records may become a public record.

Physical Examination (Pre-Employment)

The employer shall pay up to one hundred (100) dollars minus any insurance payment to the employee toward the cost of any physical examination required as a condition of employment. The employee is required to submit the cost of the physical examination to the insurance company by which the employee is covered and show the appropriate documentation to the board secretary/treasurer for reimbursement. The district shall pay for TB testing, if required. This applies to all employees except bus drivers, please see appendix C.

Political Campaigns

Staff have the right to free speech. Staff should remember that in a public role free speech may be limited due to the nature of the positions. Also, remember that in a classroom it is important to represent as many views as possible. Additionally, the classroom, email system, or school grounds, is not the appropriate place for "campaigning."

Probationary Employment

As referenced in Iowa Code, certified staff new to the profession will serve a three-year probationary period. Certified staff on a standard license, but new to the District will serve a two-year probationary period. The probationary period may be extended by mutual agreement.

Professional Organizations

Certified staff members are encouraged to join, at their own expense, the local, state, and national organizations in their respective professions.

Promotions and Solicitations

Educational facilities, teachers, and students shall not be used in any manner for the promotions of, or sale of, services or products of agencies or organizations operating for profit.

Staff is prohibited from operating any business for profit on school property, within the school day, or with school equipment.

Promotion or solicitation of products, services, or memberships from outside organizations should be directed to the administration. . See Board Policies 1004.2 and 1005.3.

Purchasing Goods and Services

For procedures related to purchasing goods and services, see the Business Procedures Manual in Appendix D. Additionally, staff members do not have the authority to enter into a contract for the purchase of any goods or services.

Receipts

For procedures related to receipt of monies see the Business Procedures Manual in Appendix D.

Reclassification

Certified staff may request reclassification for advancement on the salary schedule for credit completed prior

to September 1.. Proof of completed graduate courses shall be by an official transcript submitted to human resources on or before September 10. Lane changes occur only once per year and will be documented by re-issuing a contract with the new lane and step in September. Salary increases shall be retroactive to the beginning of the current contract and take effect in the September 20 paycheck. Courses need prior approval to advance on the salary schedule and must be directly related to job assignment (see "Course Approval Form").

Resignation

Resignations shall be in writing, signed by the resigning party, and forwarded to the superintendent, for referral to the Board of Directors. Copies are also to be sent to the principal or appropriate supervisor.

Classified requests for resignation should allow at least two weeks' notice. Failure to provide an adequate amount of notice will be noted in any subsequent reference requests. Classified staff that receive insurance and resign after June 30th may be responsible for any insurance costs incurred by the District.

Teachers/certified staff have 21 days after the issuance of the contract to resign their position with the District. Failure to turn in a contract does not constitute resignation. Contracts automatically roll over from year to year unless one of the three contract actions occurs: termination, resignation, or mutual modification. After the 21 day period has lapsed, the contract issued for the school year is considered binding. Any request to resign after the 21 day period has elapsed requires a Board release. The Board of Educational Examiners dictates that honoring a contractual agreement is considered an ethical obligation of contracted staff. Teachers/certified staff that leave without a release or payment may be reported to the Board of Educational Examiners (BOEE) for an ethical violation and if appropriate may also be turned over to a collection agency.

Retirement

Staff are automatically enrolled in Federal Social Security (FICA) and the Iowa Public Employees Retirement System (IPERS). The District currently does not have an early retirement policy.

School Closings

For the safety of students and staff, school may be delayed or closed due to inclement weather, or emergency reasons. Notifications will be sent out via text message, the school district web page, email to staff, posted on the school's Facebook page, on the district's phone system, as well as local radio and TV stations.

Section 504

Mediapolis Community School District recognizes students may be provided with accommodations through a 504 plan. Mediapolis' Section 504 Compliance Officer will handle any complaints or questions regarding Section 504 plans.

Sexual Offender Prohibition

Pursuant to the Sex Offender Registry Law (Chapter 692A of the Code of Iowa), volunteers and vendors will be asked to certify knowledge and disclose any sexual offender charge so the District can determine whether access to District property is permitted under the law. Staff members must review the notice and certification and affirm by acknowledging receipt and understanding of this handbook that they have not committed an offense that would prohibit access to District property. Staff has a duty to make sure these restrictions are obeyed. In addition to this check, the law requires the District to do background checks every five years for all employees in the District.

Sick Leave Bank

A sick leave bank will be initiated by the superintendent when a school district employee needs time off beyond their accumulated sick leave due to a life threatening or catastrophic illness. When opened, the

superintendent shall allow teachers to donate one day per teacher up to a combined total of twenty days per occurrence to the leave bank. If there is a continued need beyond the initial twenty days, teachers will be allowed to donate an additional day of their sick leave to the leave bank up to a combined total of twenty days again. Sick leave donated to the sick leave bank will not be returned to donors if not used.

Smoking Policy

In accordance with the Iowa Smokefree Air Act and Board Policy 903.1, all Mediapolis Community School District facilities, grounds, and vehicles are tobacco, tobacco products, e-cigarettes, and vaporizer free.. Use of any of these products in a privately owned vehicle on District grounds is not permitted. Possession, use, or sale of tobacco (smoking, chewing, herbal or look-alike), e-cigarettes, or vaporizers on school property.

Student directory information:

See board Policy 505.6E

Substance-Free Workplace / Iowa Code of Ethics

The Mediapolis Community School District Board Policy 403.9 Substance-Free Workplace states, in part: "No employee will unlawfully manufacture, distribute, dispense, possess, use or be under the influence of in the workplace, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcoholic beverage as defined by Federal or State law.

"Workplace" includes District facilities, District premises, or District vehicles. A "workplace" also includes non-District property if the employee is at any District -sponsored, District -approved or District -related activity, event or function, such as field trips or athletic events where students are under the control of the District or where the employee is engaged in District business.

Staff shall abide by the terms of this policy respecting a drug-free workplace. Staff who violate the terms of this policy shall successfully complete a drug abuse assistance or rehabilitation program. If staff fail to successfully participate in such a program, his or her contract shall not be renewed or employment may be suspended or terminated at the discretion of the Board of Directors.

Sanctions against staff, including non-renewal, suspension, and termination, shall be in accordance with prescribed Mediapolis Community School District Board Policy.

Being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, or consuming illegal drugs, unauthorized drugs, or alcohol is an Iowa Code of Ethics violation and any disciplinary action associated with such will be reported to the Iowa Board of Educational Examiners. If you have any questions, please contact your building administrator or the Iowa Board of Educational Examiners.

Substitutes

The District strives to ensure classrooms are staffed with professionals who can teach and assist students even when staff needs to be absent. Staff must be diligent about being prepared should an unexpected absence arise. Staff must have detailed notes and lesson plans available for the substitutes. A substitute book should be made by each teacher.

Substitutes may be needed for either long or short term absences. Staff should use the district's online absence management program system to report absences so substitutes may be secured. Substitutes for associate and teaching positions within the District should be accessed through the district's online absence management program. For long term substitutes, teachers should work in coordination with the principal and building secretary to arrange those substitutes.

Complaints about substitute work performance should be put in writing and be first discussed with the

building principal. If necessary, a substitute will be removed from the substitute list for a specific school or age group.

Tax Sheltered Annuities (403b program)

Mediapolis Community School District is a public entity which offers staff the opportunity to sign up for a tax sheltered annuity (TSA) through payroll deduction. Staff may choose from vendors selected by the State of Iowa. A list of approved state vendors and more information is available at <https://das.iowa.gov/RIC/403b>.

Technology Support Resources

Mediapolis Technology Department is looking forward to working with you. All technological and telephone support requests will be submitted via the Staff Portal at <https://mediapoliskace.meposchools.org/> or servicedesk@mepoedu.org.

Telephone Usage

School telephones are for school business. School employees may use school telephones for personal reasons; however, school business calls have top priority. If an employee must make a long distance personal call, they should report the call information (phone number called, date, time of day) to the Business Office. Once the monthly telephone bill is received by the district, the Business Office will bill the staff member for the cost of the phone call.

Time Clocks

All hourly staff are required to record their time worked using the Frontline time clock system. The identification badge issued by the Mediapolis School District will be used to record staff attendance. After the badge is swiped or a staff member's 5-digit ID number is entered in the clock system. Time records need to be reviewed and approved either at the clock or by logging on to a personal computer. If there are no changes to be made to the timecard, the staff member will need to approve the timecard at the end of each pay period. If changes need to be made, staff is to contact the building secretary or appropriate supervisor. Staff are given a schedule to be followed for clocking in and out.

Travel

For procedures related to school travel, see the Business Procedures Manual in Appendix D.

Tutoring

Under the Iowa Board of Educational Examiners Professional Code of Ethics, staff may not tutor students for payment during work hours. Staff may not tutor students on the teacher's classroom roster for the academic year. Additionally, teachers may not use district equipment or space to tutor. If staff has specific questions about whether a tutor relationship or activity meets the Code of Professional Ethics for educators, consult the Board of Educational Examiners.

Voluntary Deductions

Deductions from salary may be arranged for the voluntary deductions listed below. Staff can contact the business office, 319-394-3101 ext. 1453, for specific information and forms regarding these withholdings.

- The District's Group Health/prescription drug insurance
- Delta Dental insurance
- Avesis Vision Insurance
- Tax Sheltered Annuity or 403(b) Accounts
- Flexible Spending Accounts (FSA)

* Ancillary Insurance - AFLAC and Assurity

Volunteers

Volunteers are encouraged to help and assist as needed during the school year. It is necessary for volunteers to sign in at the office and wear a name badge identifying them as a volunteer. Signing in at the building office is important for two specific reasons. By signing in, the building principal and other staff are aware of who is in the building for security and in case of an emergency or crisis. For purposes of worker's compensation or liability, it is important to verify who was in the building and during what time.

Volunteers must be approved and have a background check performed. A list of approved volunteers will be made available to teachers. If an adult wishes to volunteer, please direct them to the building office to ensure that all paperwork has been completed prior to them volunteering in the school. Remember, volunteers are not staff and therefore consideration should be given to the role the volunteer is asked to perform.

Work Hours

The instructional schedule for students is available on the District website. Hours vary by building. Classified staff are expected to follow the work hours and work calendar established by their supervisors. Staff members who need to report late or leave early must request permission from their building principal or supervisor. Staff must inform the principal or supervisor of any scheduling problems or issues.

Workers Compensation and Sick Leave

Any injury that occurs in the course of employment should be reported to the school nurse or building administrator as soon as possible. Accompanying paperwork should be completed as soon as possible.

An employee who applies for and receives workers compensation benefits is entitled to receive workers' compensation benefits directly from the workers compensation carrier. If the carrier issues a check to the District, the District will sign the check over to the employee. If the carrier provides the check directly to the employee, the employee will notify the District of the amount of the check and the employee will retain the check.

An employee who receives workers' compensation benefits will not be paid by the District for the days for which he/she is receiving workers compensation benefits. An employee may elect to apply the employee's sick leave to cover the difference between the employee's full amount of pay and the amount of workers' compensation benefits the employee is receiving. In order to elect to use sick leave to cover the difference, the employee must notify the District's Business Manager within five (5) days after the receipt of workers' compensation benefits. If the employee does not have available sick leave or if the District does not receive notification from the employee related to the application of the employee's sick leave, the employee will only receive workers' compensation benefits for the dates the employee is absent due to a workers compensation-covered injury.

An employee who has suffered a personal injury causing temporary total disability or permanent partial or total disability that results from an episode of violence toward the employee and who receives workers' compensation benefits will be paid a supplemental amount by the District for the days for which he/she is receiving workers compensation benefits in an amount necessary for the employee to receive full salary and benefits as required under Iowa law. The employee will not be required to use accumulated sick leave in order for the employee to receive full salary and benefits during this time. (See Iowa Code Sect. 280.21A.)

Handbook Compliance & Acknowledgement

Upon review of the handbook, the 2023-2024 Handbook Certificate of Compliance & Acknowledgement document is considered one of the mandatory trainings and must be completed for staff to be considered in a compliant status, having reviewed and understood the contents.

By signing this document, I certify and acknowledge that:

- 1) I am an employee of the Mediapolis Community School District and I am in compliance with the new Sex Offender Registry Laws and Regulations. I certify that I have read and understand the prohibitions in the Appendix of this document. I certify I will disclose any sexual offense that involved a sex offense against a minor to the building principal.

- 2) I have been given an opportunity to review the Staff Handbook and I am responsible for understanding the contents of the document.

_____ Date:_____

Employee Signature

Appendix A
Teacher Unit

This appendix applies to all full-time and regular part-time teacher professional employees, including K-12 self-contained or itinerant teachers, school counselors, librarians, special reading teachers, and specific learning disabilities teachers, hereinafter referred to as “professional employees”, except for the superintendent, principals, social workers, nurses, teacher aides, cooks, custodians, bus drivers, all non-professional employees, and substitute employees.

HOLIDAYS

Holidays shall include Labor Day, Thanksgiving Day, Christmas Day, New Year’s Day, and Memorial Day. Paid holidays are included as a part of the employee’s contracted services and are not paid in addition to regular salary.

VACATIONS

Vacation days shall be those non-teaching days which occur within the term of each professional employee’s individual contract, which fall during the normal work week of Monday through Friday, which are not holidays as defined in the Section of this handbook related to Holidays and for which professional employees receive no compensation.

LEAVE OF ABSENCE FOR FAMILY ILLNESS

Employees shall be granted leaves of absence without loss of pay for illness in the immediate family, not to exceed five (5) days per school year, with such leave not cumulative. If an employee has exhausted the provision of five (5) days of leave of absence for family illness, said employee shall have the option to use accumulated sick leave days for the purpose of leave of absence for family illness. In such cases, leave of absence with pay shall be granted the rate of two (2) sick leave days per one (1) day of leave of absence for family illness, in increments of up to ten (10) working days, to a maximum of sixty (60) days of sick/thirty (30) days of leave for family illness. Said immediate family shall be limited to spouse, child, step-child, parent, parent-in-law, or permanent resident in the employee’s household for whom the employee is the major caretaker and has responsibility for physical care. The above five (5) days of leave of absence, without the option to use accumulated sick leave, shall be available for the following additional family members: sibling; grandparent; and grandchild.

Requests for leave of absence for family illness shall be directed to the principal. The employee shall be responsible for informing the principal of the nature of the illness, the expected length of leave required and the address and/or phone number at which the employee can be reached during the leave.

Employees of the District are entitled to family medical leave to the same extent and subject to the same terms and conditions as set forth in the Family Medical Leave Act of 1993 and the regulations implementing the Act. The addition of this provision shall not diminish any of the other leaves in this handbook.

BEREAVEMENT LEAVE

A leave of absence not to exceed five (5) days shall be granted to employees without loss of pay in the event of a death in the immediate family. Said immediate family shall be limited to spouse, children, parent, and other persons of immediate household.

A leave of absence not to exceed three (3) days shall be granted the employees without loss of pay in the event of a death in the family, except that up to two (2) additional days may be granted employees without loss of pay, at the discretion of the principal, in instance of travel or other unusual circumstances. Said family shall include grandchild, grandparent, brother, sister, parent-in-law, brother-in-law, sister-in-law, and grandparent-in-law.

For other funeral leave, a personal day may be used. Personal leave days that would be lost due to non-use may be carried over to a maximum of one (1) day for use as bereavement leave for persons not listed above.

PERSONAL LEAVE

Employees shall be granted two (2) days of leave per school year for personal reasons without loss of pay. Personal leave may accumulate to Five (5) days, with current personal leave days plus prior accumulation not to exceed this Five (5) days maximum

Personal leave shall not be taken during the first two (2) or last two (2) weeks of school, except in case of emergency as solely determined by the district. Exceptions are allowed when necessitated for travel to and attendance at an event not scheduled by the employee. Judgments by the principal shall be neither arbitrary nor capricious, but based on the reasons presented at the time of the request. Such reasons should relate to an event not scheduled by the employee. Events could include, but not be limited to, weddings, graduations, travel complications, or school events.

Personal leave shall be granted only if a suitable substitute can be obtained. Requests for leave shall be made to the principal three (3) days in advance of desired leave, except in case of emergency.

COURT LEAVE

If a professional employee is subpoenaed to appear in court or is selected for jury duty, the employee will be allowed to do so without loss of pay or use of personal leave. Said employee would relinquish to the school district any compensation received for such appearance, but will be allowed to retain pay for mileage and meals.

LEAVE EXTENSIONS

See board policy 413.5

MATERNITY/PATERNITY LEAVE (see Federal Law: Family Medical Leave Act)

See board policy 409.8

SICK LEAVE

Full-time professional employees shall be entitled to fifteen (15) days of paid sick leave per school year. Unused sick leave, which includes the current year's allowance, shall be cumulative to a total of one hundred twenty-five (125) days and may be used by the employee at any time during the school year. No sick leave may be retained by an employee who has been terminated, except as provided otherwise under the provisions of this handbook.

The employee shall provide reasonable evidence, as deemed necessary by the principal, including, but not limited to a medical doctor's statement, in each instance of use, confirming the necessity of such leave of absence.

Part-time employees shall be entitled to a leave of absence for personal illness or injury with full pay on a pro rata basis on one day of normal part-time employment to a day of sick leave, e.g. for a part-time employee whose normal work day is two (2) hours, a "day of sick leave" would be two (2) hours long.

To allow the employer time for planning and obtaining substitutes, an employee will notify the employer of a foreseeable disability as soon as such condition is known to the employee.

Refer to the Sections of this handbook related to **Workers Compensation and Sick Leave**.

HEALTH INSURANCE

The employer will pay eight hundred and five dollars (\$805.00) per month toward the cost of health, accident and major medical insurance for each full-time professional employee and the employee's family and four hundred and two dollars and fifty cents (\$402.50) per month for each half-time professional employee and the employee's family. Employees may select single coverage, family coverage, or no coverage. If the employee selects coverage through the District, the employee will receive the balance of the monthly allocation listed above payable as cash minus the District portion and the employee's portion of FICA and IPERS and any other normal withholdings for payment of wages. Whether the employee selects single, family or no coverage the employee will receive the entire monthly allocation listed above payable as cash minus the District portion and the employee's portion of FICA and IPERS and any other normal withholdings for payment of wages.

Changes in coverage elected by the employee must be made in accordance with the rules of the insurance carrier's plan. Newly hired employees shall file their written election not less than ten days prior to the first pay period following the date of employment.

LONG TERM DISABILITY INSURANCE

The employers shall pay the cost of the premium for long term disability insurance under the terms of any such insurance purchased by the Employer. The rate to be 60% times the monthly salary.

LIFE INSURANCE

The Employer shall pay the cost of the premium for term life insurance in the amount of \$50,000 for each insurable, full-time professional employee.

SALARY SCHEDULE

Step	BA	BA+10	BA+20	MA	MA+15	MA+30
1	34,528.00	35,909.12	37,290.24	38,671.36	40,052.48	41,433.60
TSS	6,990.00	6,990.00	6,990.00	6,990.00	6,990.00	6,990.00
Salary	41,518.00	42,899.12	44,280.24	45,661.36	47,042.48	48,423.60
2	35,909.12	37,290.24	38,671.36	40,052.48	41,433.60	42,814.72
TSS	6,990.00	6,990.00	6,990.00	6,990.00	6,990.00	6,990.00
Salary	42,899.12	44,280.24	45,661.36	47,042.48	48,423.60	49,804.72
3	37,290.24	38,671.36	40,052.48	41,433.60	42,814.72	44,195.84
TSS	6,990.00	6,990.00	6,990.00	6,990.00	6,990.00	6,990.00
Salary	44,280.24	45,661.36	47,042.48	48,423.60	49,804.72	51,185.84
4	38,671.36	40,052.48	41,433.60	42,814.72	44,195.84	45,576.96
TSS	6,990.00	6,990.00	6,990.00	6,990.00	6,990.00	6,990.00
Salary	45,661.36	47,042.48	48,423.60	49,804.72	51,185.84	52,566.96
5	40,052.48	41,433.60	42,814.72	44,195.84	45,576.96	46,958.08
TSS	6,990.00	6,990.00	6,990.00	6,990.00	6,990.00	6,990.00
Salary	47,042.48	48,423.60	49,804.72	51,185.84	52,566.96	53,948.08
6	41,433.60	42,814.72	44,195.84	45,576.96	46,958.08	48,339.20
TSS	6,990.00	6,990.00	6,990.00	6,990.00	6,990.00	6,990.00
Salary	48,423.60	49,804.72	51,185.84	52,566.96	53,948.08	55,329.20
7	42,814.72	44,195.84	45,576.96	46,958.08	48,339.20	49,720.32
TSS	6,990.00	6,990.00	6,990.00	6,990.00	6,990.00	6,990.00
Salary	49,804.72	51,185.84	52,566.96	53,948.08	55,329.20	56,710.32
8	44,195.84	45,576.96	46,958.08	48,339.20	49,720.32	51,101.44
TSS	6,990.00	6,990.00	6,990.00	6,990.00	6,990.00	6,990.00
Salary	51,185.84	52,566.96	53,948.08	55,329.20	56,710.32	58,091.44
9	45,576.96	46,958.08	48,339.20	49,720.32	51,101.44	52,482.56
TSS	6,990.00	6,990.00	6,990.00	6,990.00	6,990.00	6,990.00
Salary	52,566.96	53,948.08	55,329.20	56,710.32	58,091.44	59,472.56
10	46,958.08	48,339.20	49,720.32	51,101.44	52,482.56	53,863.68
TSS	6,990.00	6,990.00	6,990.00	6,990.00	6,990.00	6,990.00
Salary	53,948.08	55,329.20	56,710.32	58,091.44	59,472.56	60,853.68

11	48,339.20	49,720.32	51,101.44	52,482.56	53,863.68	55,244.80
TSS	6,990.00	6,990.00	6,990.00	6,990.00	6,990.00	6,990.00
Salary	55,329.20	56,710.32	58,091.44	59,472.56	60,853.68	62,234.80
12	49,720.32	51,101.44	52,482.56	53,863.68	55,244.80	56,625.92
TSS	6,990.00	6,990.00	6,990.00	6,990.00	6,990.00	6,990.00
Salary	56,710.32	58,091.44	59,472.56	60,853.68	62,234.80	63,615.92
13	51,101.44	52,482.56	53,863.68	55,244.80	56,625.92	58,007.04
TSS	6,990.00	6,990.00	6,990.00	6,990.00	6,990.00	6,990.00
Salary	58,091.44	59,472.56	60,853.68	62,234.80	63,615.92	64,997.04
14	52,482.56	53,863.68	55,244.80	56,625.92	58,007.04	59,388.16
TSS	6,990.00	6,990.00	6,990.00	6,990.00	6,990.00	6,990.00
Salary	59,472.56	60,853.68	62,234.80	63,615.92	64,997.04	66,378.16
15		55,244.80	56,625.92	58,007.04	59,388.16	60,769.28
TSS		6,990.00	6,990.00	6,990.00	6,990.00	6,990.00
Salary		62,234.80	63,615.92	64,997.04	66,378.16	67,759.28
16			58,007.04	59,388.16	60,769.28	62,150.40
TSS			6,990.00	6,990.00	6,990.00	6,990.00
Salary			64,997.04	66,378.16	67,759.28	69,140.40
17				60,769.28	62,150.40	63,531.52
TSS				6,990.00	6,990.00	6,990.00
Salary				67,759.28	69,140.40	70,521.52
18					63,531.52	64,912.64
TSS					6,990.00	6,990.00
Salary					70,521.52	71,902.64
19						66,293.76
TSS						6,990.00
Salary						73,283.76

Liquidatable IPERed Health Benefits of \$805/month or \$9660/year in addition to Salary Schedule income

Advancement

When allowed, employees shall be granted one increment or vertical step on the schedule for a year of

service within this school district until the maximum level is reached in the employee’s educational lane or designation. A year of service consists of employment in the Mediapolis Community School district for 110 consecutive teaching days or more in one school year.

Employees will advance horizontally when they meet the requirements for horizontal movement. Certified staff should receive approval from the superintendent prior to enrolling in a class or program of study if they intend to use the credit to advance on the salary schedule. All courses taken for lane advancement must be at the graduate level. The course or program of study should be directly related to their job assignment. Course approval forms and more information about the process is available from the superintendent's office. Failure to obtain superintendent approval prior to enrollment will result in the superintendent’s discretion as to whether the credit will be approved for lane movement.

Send the course approval form to the superintendent’s office for approval. A copy of the form will be returned to staff and placed in their lane change file. Any original transcripts provided to the superintendent's office will also be retained in the staff’s lane change file.

Each employee newly hired will be placed no higher than the proper step of the salary schedule which reflects previous similar experience and educational level.

SUPPLEMENTARY SCHEDULE

HIGH SCHOOL	
HEAD FB, BB, WR, VB	14.00%
HEAD BB & SB	12.00%
HEAD TRACK, VOCAL & INST, SOCCER	11.00%
ASST FB, BB, WR, VB, NHS	9.00%
AV TECH, BUS, GOLF, CC B&G	8.00%
SPEECH, ASST TRACK, JV BB, JV SB, ASST SOCCER, ASST INSTRUM	7.00%
YRBOOK, MOCK, DRAMA, COLOR G, JAZZ, FCCLA, BUSINESS	5.00%
ASST GOLF, CC	4.00%
SCIENCE CLUB, STUDENT COUNCIL, SPANISH CLUB, ART CLUB	3.00%
1ST TECH CHALLENGE	2.00%
MIDDLE SCHOOL	
FB, BB, WR, VB, BB, SB, TR	7.00%
OTHER	
HS CHEERLEAD	4.00%
THEATER TECH DIRECTOR, MS STUDENT COUNCIL	3.00%

JH CHEER & GIRLS' CHAPERONE	2.00%
NEWSPAPER, QUIZ BOWL	1.00%
JR CL SPONSOR	1.50%

Any coach moving to a sport position compensated at a higher percentage will start at 0 experience unless the employee would receive no increase in salary over what the employee would have received in his/her current position. Then, the employee will receive 1 or more years of experience to the point where a raise takes place. Any employee moving to a sport position compensated at a lower percentage will receive full credit for years of experience accrued at the previous position.

PROCEDURES FOR STAFF REDUCTION

When, in the sole, exclusive and final judgment of the employer, decline in enrollment, reduction of program or any other reason requires reduction in staff, this reduction will be accomplished in accordance with the following procedures:

The employer will first attempt to accomplish the necessary reduction by attrition in the position(s) which is to be reduced. If there is no attrition in the position(s) to be reduced, but attrition in another position(s), the employer will then attempt to accomplish the necessary staff reduction by reassignment of the professional employee(s) in the position(s) to be reduced and other professional employees as may be required. Such reassignment will be made only when in the judgment of the employer, it will have no adverse effect on the quality of the educational program in the district.

When necessary staff reduction cannot be accomplished by attrition, or attrition and reassignment as described above, the employer will next base the decision regarding the employee(s) to be reduced on the specific needs of the district. An employee(s) who is adjudged by the employer to meet a specific need of the district will be retained over an employee(s) who is adjudged to meet no specific need of the district.

If a choice must be made between two or more professional employees, both of whom either meet a specific need of the district or do not meet a specific need of the district, the employer will next consider the relative skill, ability, competence, certification, qualifications and experience (in the district) of these professional employees relative to available work. An employee(s) adjudged by the employer to have the greater skill, ability, competence, certification, qualification and experience will be retained over an employee(s) adjudged to have lesser skill, ability, competence, certification, qualifications and experience.

If a choice must be made between two or more professional employees, both of whom either meet a specific need of the district or do not meet a specific need of the district and who are adjudged to be equal in skill, ability, competence, certification, qualifications and experience, the employee(s) with the greater continuous length of service in the Mediapolis Community School District will be retained.

Length of service (seniority) will be determined by the initial date of employment, i.e. the date on which each employee signed his/her initial individual contract. In case of two or more employees having the same initial signing date, the tie shall be broken by the lowest four final digits of the employees' social security number (with the lowest being the least senior). Part time employees' seniority shall be prorated. The seniority list shall be published by October 1. Employees shall have 10 working days to notify the superintendent of any discrepancies.

Any professional employee terminated pursuant to these procedures shall have the recall rights to a position for which he/she is certified and qualified for two years from the August 30th following termination. Professional employees will be recalled to positions for which they are certified and qualified in reverse order of their termination. When two or more professional employees are terminated at the same time, the

order of recall will be according to the seniority list established in the above paragraph. Professional employees with recall eligibility shall be recalled before voluntary or involuntary transfers are made.

Notice of recall will be given by personal delivery or by registered or certified mail to the last known address furnished to the Board by the employee. If the employee fails to respond by personal delivery or by registered or certified mail within ten (10) working days (exclusive of weekends) after receipt of the notice of recall, the employee will be deemed to have refused the recall offer. The employee shall be informed of the ten (10) day limitation in the recall notice.

A professional employee may decline an open position without forfeiting recall rights. Recalled employees shall retain all previously accumulated sick leave and personal leave and be placed on the salary schedule as if continuously employed by the district. Terminated employees who are recalled during the period of eligibility for recall will be considered as continuously employed by the district when computing their length of service for use as specified in paragraph five of this Section. It is the responsibility of an employee who is eligible for recall to keep the employer informed of his/her current address and availability.

PROCEDURES FOR EVALUATION

Teachers will be evaluated based on the Iowa Teaching Standards and Criteria (Section 284.3 of Iowa Code <https://educateiowa.gov/pk-12/educator-quality/teacher-quality/teacher-evaluation>)

Each employee shall initial the evaluation form and receive an initialed copy of said evaluation form for his/her own personal use.

If the said employee feels her/his evaluation is incomplete, inaccurate, or unjust, he/she may put her/his objections in writing and have them attached to the evaluation report to be placed in his/her personnel file. The file copy of such objections shall be signed by the evaluator and the employee to indicate awareness of the content.

PAYROLL DEDUCTION

403(b) Deductions

Any professional employee may authorize a payroll deduction for the state sponsored 403(b) plan by presenting a completed and signed salary reduction form to the employer. The employees may request said deduction and revoke said reduction at any time.

Indemnification

The Employer, each individual Board member, District Secretary, District Treasurer, and each administrator shall be indemnified and held harmless against any and all claims, costs, suits or other forms of liability and all court costs arising out of the deduction procedures.

TRANSFER PROCEDURES

Movement of an employee to a vacant position from one building, grade level, or subject area to another building, grade level, or subject area based upon the request of the employee, is a voluntary transfer.

Movement of an employee to a vacant position from one building, grade level, or subject area to another building, grade level, or subject area, as determined and directed by the Employer and not based upon the request of the employee, is an involuntary transfer.

A vacant position or vacancy exists when a current position becomes available because of voluntary transfer, death, retirement, resignation or termination of an employee. A position will be considered vacant upon declaration by the Board of Education at its meeting. The granting of a leave of absence does not create a

vacancy.

During the school year, the Superintendent shall post a notice of all vacant positions. The notice shall be posted in the administrative office of each building for a period of fourteen (14) calendar days, unless there is no qualified person within the District to fill said position in which case.

During the summer months, the Superintendent shall post a notice of all vacant positions. The notice shall be posted in the administrative offices of each building for a period of fourteen (14) calendar days. Employees who wish to be kept informed during the summer months of specific vacant positions for which they are qualified shall file a written request in the administrative offices prior to the last day of scheduled classes. A copy of the notice will be mailed.

A request for voluntary transfer shall be in writing and shall include the following: Name of applicant; building, grade level, or subject are desired; summary of teaching experience (both within and outside the district); certification; and reasons for requesting the transfer. Requests for transfer will be received until the closing of the business office on the final day of posting.

In making a determination upon whether to grant a request for a voluntary transfer or not, the Employer shall consider the needs of the school district, the applicant's certification, educational preparation and experience, and the relative skill, ability, competence and qualifications of the applicant. An employee(s) adjudged by the Employer to have the greater skill, ability, competence, certifications, qualifications, and experience will be given preferential consideration for the vacancy over an employee(s) adjudged to have lesser skill, ability, competence, certification, qualifications, and experience. If a choice must be made between two or more professional employees who are adjudged to have equal skill, ability, competence, certification, qualifications, and experience, the employee with the greatest continuous length of service in the Mediapolis Community District will be granted the request for a voluntary transfer.

A voluntary transfer request may be granted on the condition that a suitable replacement for the vacated position can be found after conducting a search. If an employee's request for a voluntary transfer is denied, the employee shall receive written notice of the denial. An employee may request feedback from the administrator regarding the denial.

Nothing in this article will supersede any procedures specified in the Section related to Procedures for Staff Reduction.

EARLY DISMISSAL INSERVICE EDUCATION

Within the confines of the normal working day, school may be dismissed early or begun later for students while faculty members attend inservice activities. Inservice activities will include curriculum and staff development and may include activities that could be used for certification credit.

The administration will schedule early dismissal inservice meetings. Faculty input is normally requested in planning and assisting with these meetings through the district leadership team (DLT).

PREPARATION TIME

All teachers PK-8 shall be entitled to preparation and planning time of an average of forty (40) minutes per day during the student day. The administration will attempt to make this time continuous on a daily basis.

For grades 9-12 all teachers will have a daily preparation and planning period equal to a student instruction period.

COMPLAINT

In the event complaint proceedings concerning alleged sexual or physical abuse of a student by a teacher are initiated under Chapter 102 of the Iowa Administrative Code, the teacher involved shall be notified of any

Level II investigation as is provided for in said Chapter 102.

LUNCH

Employees will have a duty free lunch of thirty continuous minutes each day.

UNUSED SICK LEAVE

For employees who have accumulated 125 days of sick leave as of the 1st day of school for the school year, the district will cash out the net entitlement of 15 days at the rate of \$20 per unused day.

To calculate the cash out, the number of sick leave days used in the school year will be subtracted from 15; and the result will be multiplied by \$20.00 (prorated for part-time).

Management retains the right to send employees home (on sick leave) if an employee comes to work while sick.

Payments will be issued prior to August 1st.

Appendix B
Support Staff Unit

This appendix applies to all paraeducators, secretaries, and food service employees, except for substitute employees.

SENIORITY

Definition. Seniority means an Employee's length of continuous service full or part-time with the Employer in a permanent position since his/her date of hire. Any length of service in a temporary position shall be included in the computation of seniority if the employment was in the same classification as and contiguous to the appointment to a permanent position.

In the event two (2) employees have the same original date of employment, seniority of one as against the other shall be determined by a random method of selection. If a choice must be made between two or more employees, both of whom either meet a specific need of the district or do not meet a specific need of the district and who are adjudged to be equal in skill, ability, competence, certification, qualifications and experience, the employee(s) with the greater continuous length of service in the Mediapolis Community School District will be retained.

Seniority on Recall and Reinstatement. An employee who is reduced in force, recalled and reinstated shall retain seniority accrued during the recall period.

Loss of Seniority. All accrued seniority will be lost if an Employee:

Resigns or retires, (b) is discharged, (c) fails to advise the Employer to return to work within fifteen (15) days after receiving notice of recall from layoff directed to his/her last address via certified letter, (d) fails to return to work within fifteen (15) working days after notifying the Employer of intent to work after receipt of notice of recall from layoff, (e) is laid off for a period in excess of twelve (12) months.

Seniority on Leave of Absence. All authorized leaves, paid or unpaid, shall be considered as continuous service and seniority shall continue to accrue.

Seniority on Staff Reduction. For purposes of staff reductions, all seniority measurements shall be from the employee's last date of continuous employment. Time on recall is included in the calculation of seniority.

Extra Work. When extra working hours are available or work on non-scheduled days, a pool of employees should be called, by seniority, giving the added hours of work to the first available (qualified) name on the list. Any employee may turn down extra hour's work without penalty.

The administration will work collaboratively with AFSCME leaders on the assignment of extra work. The final decision regarding assignments of extra work shall be made by the administration based on employee qualifications for the extra work assignment.

STAFF REDUCTIONS

Notification. The Employer shall determine when a reduction in staff is necessary, the number of Employees who will be affected, the job classification of the Employees to be laid off and/or programs or services to be eliminated.

Classifications. Staff reduction will occur within the following job classifications: (1) Para-educators, (2) Secretaries, (3) Head Cooks, (4) Full-time Cooks/Lunch Cashier (5) Part-time Cooks and in accordance with

the following procedures.

Procedures.

The employer will first attempt to accomplish the necessary reduction by attrition in the classification(s) which is to be reduced. If there is no attrition in the classifications(s) to be reduced, but attrition in another position(s), the employer will then attempt to accomplish the necessary staff reduction by reassignment of employee(s) in the classifications(s) to be reduced and other employees as may be required. Such reassignment will be made only when in the judgment of the employer, it will have no adverse effect on the quality of the educational program in the district.

When necessary staff reduction cannot be accomplished by attrition, or attrition and reassignment as described above, the employer will next base the decision regarding the employee(s) to be reduced on the specific needs of the district. An employee(s) who is adjudged by the employer to meet a specific need of the district will be retained over an employee(s) who is adjudged to meet no specific need of the district.

If a choice must be made between two or more employees, both of whom either meet a specific need of the district or do not meet a specific need of the district, the employer will next consider the relative skill, ability, competence, certification, qualifications and experience (in the district) of these employees relative to available work. An employee(s) adjudged by the employer to have the greater skill, ability, competence, certification, qualification and experience will be retained over an employee(s) adjudged to have lesser skill, ability, competence, certification, qualifications and experience.

If a choice must be made between two or more employees, both of whom either meet a specific need of the district or do not meet a specific need of the district and who are adjudged to be equal in skill, ability, competence, certification, qualifications and experience, the employee(s) with the greater continuous length of service in the Mediapolis Community School District will be retained.

Recall:

An Employee reduced in force shall be eligible for recall to a position for which the Employee is qualified for a period equal to the time they have been employed at the district or a period of two years, whichever is less. Said recall period shall begin on the first day following which the Employee is no longer on duty with the Employer.

Employees will first be recalled in inverse order of layoff within their appropriate job classification and shall also be recalled to other positions if determined by the district to be qualified for the same and which said determination shall not be grievable

Notice of recall will be sent to the Employee's last known address by certified mail, and the Employee must notify the Employer within fourteen (14) calendar days of his or her intention and availability to return to work or all recall rights shall terminate. Notices of recall and Employee's intention to return to work shall be deemed delivered when deposited in the United States mail by certified mail, postage prepaid. Acceptance of recall shall be in writing.

If any Employee is recalled to another position rather than the one formerly held and accepts such position, he or she will lose any further recall rights relating to the original reduction and termination.

TRANSFERS

Voluntary Transfers.

Definition. A voluntary transfer shall mean an Employee requested assignment to a different job classification, grade level or building assignment.

Vacancy. A vacancy is job opening (including jobs that arise when school is not in session) due to retirement, termination or transfer of an Employee or a newly created position.

Notification of Vacancies. The Employer will post all vacancies to which a transfer may be made, and a copy of the posting will be sent to the Support Staff unit representative. Such posting will occur within ten (10) days after knowledge of the Employer of such vacancy. The posting will contain the job, title, pay scale, requirements and the date that such position is to be filled. The posting will be for five (5) calendar days on the bulletin board at Mediapolis Schools.

Vacancy. Whenever a vacancy exists in a classification due to a death, termination, resignation or newly created position then all employees in that classification shall bid on the available positions and said positions shall be awarded by considering if the most senior bidder meets the specific needs of the district. The employer will consider the relative skill, ability, competence, certification, qualifications and experience of all employees requesting transfers, relative to the specific student needs in any open position. The administration shall make the final determination of the award. The district will only hire a new employee to fill the remaining position(s) unless no employee is eligible for recall or meets the specific need of the district.

In order to expedite this process, the Support Staff unit representative will call a meeting of the affected employees and shall complete the entire bidding process at the meeting. The results of the bidding are binding and are not grievable.

The District will determine the effective date for the realignment.

Due to the specialized skills and abilities required, the District may in the case of special education associates accomplish any necessary realignment by utilizing involuntary transfer instead of the procedure set forth in this paragraph.

The District may require a Special Education Associate to complete the school year in his/her current assignment. However, the employee may bid on a different position for the following school year.

Involuntary Transfers. Involuntary transfers will not be used to permanently fill a vacancy until voluntary transfers have been exhausted. (This does not prohibit a temporary involuntary transfer/reassignment).

Definition. An involuntary transfer shall mean the assignment of an Employee to a different job classification, grade level or building assignment.

Notice. An Employee shall receive at least three days' notice prior to any involuntary transfer.

Benefits. An Employee involuntarily transferred will be placed in an equivalent position and without reduction in compensation or benefits for the current work year in which the transfer occurs.

JOB CLASSIFICATIONS

Definition. A full-time Employee is defined as a person who is employed in a position for thirty (30) hours or more per week.

Job Classifications. The various job classifications within the support staff unit and referenced in the salary schedule are as follows:

- (1) Secretary.
- (2) Paraeducator.

- (3) Head Cook.
- (4) Full-time Cook/Clerk/Cashier.
- (5) Part-Time Cook

Working Out of Classification. Any employee temporarily working in a higher class for longer than five consecutive days shall be compensated at a step which pays more than the employee's current step retroactive to the start of the assignment on the sixth day.

HOURS OF WORK

Hours. Specific starting and ending times for each Employee will be established by the Employer.

Lunch Period. Each employee will receive a duty free unpaid thirty (30) consecutive minute lunch period during the normal workday at time, which does not interfere with scheduled work duties.

Generally, non-certified support staff regularly scheduled for six or more hours per day, will take an unpaid 30-minute lunch. The lunch should be taken away from the desk or work area, and should not be disrupted with work obligations during that time. Supervisors may schedule a lunch time that best meets the needs of the building. Support staff working with students or with commitments within the building should sign out if leaving the building during their lunch break.

Breaks. Employees will be provided two- (2) fifteen- (15) minute breaks during the workday at times, which do not interfere with work duties. Breaks will be scheduled by the building administrator.

Overtime. Employees requested to work in excess of the normal established hours will be paid the same hourly rate unless total hours worked exceed forty (40) hours per week, in which case the Employee will be paid time and one-half for hours worked over forty (40) hours in any one week period. Time and one-half pay shall be computed on the basis of the Employee's regular straight time hourly rate.

Employees are not automatically entitled to work overtime hours without prior approval, and no overtime pay will be granted or allowed for overtime hours without prior approval of the Employee's immediate supervisors.

Work Week. Call in- The workweek for Employees includes the days of Monday through Friday, and normally will exclude the days of Saturday and Sunday. Employees who are called in to report to work outside normal working hours for emergency situations will be paid a minimum call in time of two (2) hours regardless of the fact that the Employee may work less than the two (2) hour minimum. Pay will be at the Employee's regular rate, unless overtime pay is applicable by reason of the Employee exceeding a forty- (40) hour workweek.

School Dismissal. If school is dismissed early, Employees shall be paid no less than one-half (1/2)-day wages. However, an Employee will work a full day if required by the Employee's supervisor.

Inservice. Inservice time will be treated as unpaid time off for non-certified staff unless the inservice pertains to the non-certified employee and his/her presence has been required for training and/or other pertinent information.

WAGES

Secretary

Base: 2023-2024: \$13.31

Para-Educator

Base: 2023-2024: \$10.81

Head Cook

Base: 2023-2024: \$12.21

Full-Time Cook/Clerk-Cashier

Base: 2023-2024: \$12.01

Part-time Cook

Base: 2023-2024: \$10.81

Staff working in support positions who have attained a documented certified and licensed Para-educator degree, an AA (or higher) degree, a degree that leads to certification, or advanced education the administration deems of value to the district and students, will receive an additional \$0.55 per hour in addition to any increase to other support staff.

SUPPLEMENTAL/ADDITIONAL PAY

Paraeducators working with high need special education students may receive a supplemental stipend of \$0.50 per hour additional pay; those working in positions requiring very unusual, demanding, or extraordinary effort as part of their job assignment may also receive an additional \$2.00 supplemental pay per hour at the discretion of the superintendent. The additional pay is connected to the position, if a para-educator bids out of a high-needs position they will not continue to receive the additional supplemental stipend. For new employees, hours for required training will not be paid until the end of their 45-day probationary period.

FRINGE BENEFIT ENTITLEMENT

New employees will receive their leave benefits after their successful completion of 45 workdays of employment.

INSURANCE

For employees hired prior to July 1, 2004:

-Those employees selecting District health insurance shall receive the full monthly amount of the cost of the premium for the \$750 deductible plan offered by the District. If an employee at any time does not select District health insurance, then he or she will receive the \$578.08, below.

-Those employees not selecting District health insurance may receive \$578.08 per month in cash (less all appropriate withholdings, including the District portion of FICA and IPERS).

For employees hired after July 1, 2004:

-Those employees selecting District health insurance shall receive \$550 per month, to be used towards the cost of the District's health insurance.

For all employees:

The District will provide an insurance plan subject to the rules and regulations of the insurance carrier.

In the event the District becomes ineligible to participate in a group plan, the District will continue to contribute at the same rate as at the time the District became ineligible.

HOLIDAYS

Employees shall receive the following paid holidays according to the Job Classifications established in Article VIII.

Full Time Employees - Memorial Day, Labor Day, Thanksgiving Day and the following Friday, December 25 and 26, New Year's Day, Good Friday.

Part Time Employees - Thanksgiving Day, Good Friday, Christmas Day, and December 26.

LEAVES OF ABSENCE

Sick Leave

Employees shall accrue and accumulate sick leave as follows:

Full Time Employees - 15 days per year cumulative to 110 days.

Part Time Employees - 10 days per year cumulative to 40 days.

No sick leave may be retained by or paid out to an employee who has been terminated, either voluntarily or involuntarily.

MATERNITY/PATERNITY LEAVE (see Federal Law: Family Medical Leave Act)

Leave of Absence for Family Illness

Employees shall be granted leaves of absence without loss of pay for illness in the immediate family, not to exceed five (5) days per school year, with such leave not cumulative. If an employee has exhausted the provision of five (5) days of leave of absence for family illness, said employee shall have the option to use accumulated sick leave days for the purpose of leave of absence for family illness. In such cases, leave of absence with pay shall be granted the rate of two (2) sick leave days per one (1) day of leave of absence for family illness, in increments of up to ten (10) working days, to a maximum of sixty (60) days of sick/thirty (30) days of leave for family illness. Said immediate family shall be limited to spouse, child, step-child, parent, parent-in-law, or permanent resident in the employee's household for whom the employee is the major caretaker and has responsibility for physical care. The above five (5) days of leave of absence, without the option to use accumulated sick leave, shall be available for the following additional family members: sibling; grandparent; and grandchild.

Requests for leave of absence for family illness shall be directed to the principal. The employee shall be responsible for informing the principal of the nature of the illness, the expected length of leave required and the address and/or phone number at which the employee can be reached during the leave.

Personal Leave

Upon application and approval in Frontline, employees may be granted personal leave each year according to job classification as follows:

Full Time Employees - 2 days per year cumulative to 5 days.

Part Time Employees - 1 day per year cumulative to 3 days.

Personal leave shall not be used for the purpose of extending vacations or holidays. However, personal leave may be used when contiguous to a vacation or holiday if, in the judgment of the supervisor, such leave is not for the purpose of extending a vacation or holiday.

Bereavement Leave

A leave of absence not to exceed five (5) days shall be granted to employees without loss of pay in the event of a death in the immediate family. Said immediate family shall be limited to spouse, children, parent, and other persons of immediate household.

A leave of absence not to exceed three (3) days shall be granted the employees without loss of pay in the event of a death in the family, except that up to two (2) additional days may be granted employees without loss of pay, at the discretion of the principal, in instance of travel or other unusual circumstances. Said family shall include grandchild, grandparent, brother, sister, parent-in-law, brother-in-law, sister-in-law, and grandparent-in-law.

For other funeral leave, a personal day may be used. Personal leave days that would be lost due to non-use may be carried over to a maximum of one (1) day for use as bereavement leave for persons not listed above.

Court Leave

If an Employee is subpoenaed to appear in court or is selected for jury duty, the Employee will be allowed to do so without loss of pay or use of personal leave. This provision shall not apply to civil or criminal cases where the Employee is a party to the litigation. Said Employee would relinquish to the school district any compensation received for such appearance, but will be allowed to retain pay for mileage and meals.

Education Leave

A leave of absence, without pay or fringe benefits, for up to one (1) year may be granted to employees who wish to pursue further education at a post-secondary education institution.

Family Medical Leave

Employees of the district are entitled to family medical leave to the same terms and conditions as set forth in the Family Medical Leave Act of 1993, and the regulations of the FMLA. Alleged violations of the FMLA shall be subject to the grievance procedure.

HEALTH AND SAFETY

Employees will not be required to perform tasks in the course of their employment, which endanger their personal safety. Upon determining that a required employment task endangers the Employee's personal safety, such conditions shall be immediately reported to the Employer.

MISCELLANEOUS

Activity Pass

The employer shall provide an activity pass for school events for the Employee and the Employee's spouse and children under the fourth grade level.

Computer Training

To the extent possible, secretaries and para-educators shall be incorporated into the training program.

Appendix C

Bus Driver Unit

DEFINITIONS

For the purposes of this handbook, the following definitions shall apply:

1. "Day" shall mean calendar day, except holidays, holiday vacations and weekends.
2. "Attrition" shall mean a reduction in the number of employees not initiated by the Employer.
3. Regular Route shall mean any daily scheduled AM and PM route for the purpose of delivering students to and from school attendance centers for an extended period of time.
4. Extra Driving Assignments shall mean any additional driving assignments beyond regularly scheduled routes and mid-day runs.

PROCEDURES FOR STAFF REDUCTION

When, in the sole, exclusive and final judgment of the Employer, decline in enrollment, reduction in student population of individual routes or any other reason requires reduction in staff, this reduction will be accomplished in accordance with the following procedures:

In case of staff reduction, attrition shall be the first consideration. If reduction in staff cannot be accomplished through attrition, the least senior employee will be laid off. The seniority of a laid off employee shall continue to accrue while on layoff if, or as long as, the driver has served as a substitute driver during the period of layoff.

Drivers who have been laid off shall have recall rights for a period of twenty-four (24) months after the layoff takes effect. The employee shall have the responsibility of notifying the Director of Transportation of any change of address during the period of recall.

Drivers shall be recalled in reverse order of the layoff. In the event of recall, the Employer shall send the eligible employee a notice of recall by certified mail to the last known address of the employee. Any employee failing to answer a recall within ten (10) days of receipt of the recall notice shall lose recall right and seniority with the Employer.

SENIORITY

The seniority rights of the employees shall prevail in Staff Reduction and Routes, Vacancies and Extra Driving.

The seniority of all current employees in the Bus Driver Unit shall be their present pre-established seniority date as a school bus driver for the Employer and placed on the seniority list showing each employee's date of hire.

There shall be one (1) seniority list for all school bus drivers that are currently employed or hired by the Employer as regular full-time contracted bus drivers.

In the event that the Employer hires any new employees as full-time contracted bus drivers, those employees shall be placed on the seniority list as of their first date of hire after completion of twenty (20) consecutive days of employment.

The Employer agrees to furnish the Bus Driver representative with a copy of the seniority list during July of each

year. The Employer further agrees to post a copy of the seniority list on the Bus Driver bulletin board. Any controversy over the seniority of any employee shall be resolved through the grievance procedure.

Seniority shall not continue to accrue if the employee fails to report for work at the expiration of an authorized leave of absence granted to the employee.

PHYSICAL EXAMINATIONS AND LICENSES

Each employee, at the beginning of service and at two-year intervals thereafter, one year if required by physician or law, shall have a physical examination and/or other tests as required by the Department of Education.

The district will pay the cost of a DOT approved physical required. The district will designate the provider of the DOT physicals each year. All required physical forms are due in the superintendent's office by July 15 of the year being renewed in order to be eligible to drive a bus after August 15. The district will pay the cost of the physical at the designated provider. A driver may opt to obtain a DOT physical from a non-designated provider but will only be reimbursed to the amount contracted by the district physical provider. Mandatory tuberculosis testing is included in the covered physical expenses. Any other physicals required by the district will be paid by the district.

The District will cover the cost of all required standard DOT physical tests. If the driver is required/requests additional tests, the full cost of such tests will be incurred by the driver.

All drivers shall obtain such drivers license as is required by the State of Iowa (Iowa Department of Transportation) to allow them to legally drive a school bus transporting students and staff. The school shall reimburse the drivers the difference between a regular driver's license and the CDL license required to drive a school bus. Proof of a driver's license to operate a school bus shall be due in the Superintendent's office by July 15 of each year in order to be eligible to drive a bus after August 15th. The Employer shall pay for actual time spent for mandatory drug testing at the regular hourly rate of pay.

WAGE SCHEDULE

Effective July 1, 2023:

LEVEL A. 1-5 years of driving:

Drivers complete 5 years of driving before advancing to Level B

Regular bus route \$ 24.65/hour Extra Driving \$ 14.03/hour

LEVEL B. 6-10 years of driving:

Drivers complete 10 years of driving before advancing to Level C

Regular bus route \$ 24.83 /hour Extra Driving \$ 14.20/hour

LEVEL C. 11-15 years of driving:

Drivers complete 15 years of driving before advancing to Level D

Regular bus route \$ 25.00 /hour Extra Driving \$ 14.37/hour

LEVEL D. 16 years and above of driving

Regular bus route \$ 25.17 /hour Extra Driving \$ 14.52/hour

Bus Washing

All drivers: \$12.00/week for washing their bus with completion of a wash ticket approved by the Transportation Director.

Initial Bus Cleaning

Initial bus cleaning prior to the first day of school shall be paid at the regular bus route hourly pay, with a three-hour maximum.

Guarantee of Pay

Drivers will receive a pay guarantee of one and one-half (1½) hours for each morning route regardless of actual driving hours being less than one and one-half hours. This pay includes all bus preparation and necessary cleaning. All bus preparation and necessary cleaning shall be performed after the morning route or before the afternoon route.

Bus Inspections

Drivers, if required to attend bus inspections, will be paid at their regular bus route hourly rate for their time with a 1.5 hour maximum unless approved by the transportation director.

Contacting Parents Before School

Calling parents regarding pick up/drop-off times prior to the first day of school shall be paid at the regular bus route hourly pay, with a 1.5 hour maximum.

All Extra Driving/Meal Allowance

If an extra driving assignment takes a driver away from a regular route(s), the driver will be paid the regular route pay for the first one and one-half hours, plus driver's extra assignment pay. Extra assignment trips shall be paid with a one-hour minimum. Any time after the first one and one-half hours the driver will be paid the extracurricular driving rate.

Bus drivers will be provided with a meal allowance for all trips as follows:

4 – 6 hours	\$8.00
Over 6 hours	\$16.00
12 hours and over	\$24.00

These allowances will be paid as wages.

Fueling of Buses

15 minutes will be paid for fueling buses prior to or after a regular route and will be included in the reported time at the regular route pay. 15 minutes will be paid for fueling buses prior to or after an extracurricular trip and will be included in the reported time at the extracurricular pay.

Early Dismissals

On early dismissals the drivers scheduled start time shall be 35 minutes before the route starts, and ends when the driver is either at home or the bus garage. This time will include all pre tripping.

Pre-Trip Inspection

Weather permitting, morning times should start by allowing ten minutes for pre-trip inspection, then travel time to the first scheduled stop. Time will continue until all students are picked up and delivered to school. Time will end when the bus is parked at the garage and duties are finished. Afternoon times would be expected to be as follows, weather permitting:

Log-in time will be 35 minutes prior to departure from the school parking lot.

All buses must be parked at the school 15 minutes before the dispatch time to start the route.

Time ends when the driver is either at home or the bus garage.

Route Cancellations

Drivers will receive full pay for one trip (one and one-half hours) in which school is not called off by 6:30 a.m. If a report to delay is announced on the radio by 6:30 a.m., and if school is not canceled by 8:30 a.m, the driver will receive pay for the one trip.

Overnight Trips

Drivers will be paid their extra driving hourly rate up to a \$120.00 maximum, plus loading, for overnight trips.

If an overnight trip causes a driver to be away from a regular route, the driver will receive one and one-half hours regular route pay for the regular route missed. (This one and one-half hours is in addition to the \$120.00 maximum)

Clean-up

If authorized by the Transportation Director, it is paid at the activity trip rate of pay, with the amount paid deducted from pay of the driver who is responsible for the dirty bus.

Meetings-Classes-Training

Meetings, classes and/or training periods called by the Transportation Director or Superintendent and/or their designated representatives, are to be paid at the regular bus driver's hourly rate rounded to the nearest ten minutes with a minimum of 1 hour. This shall include all required State/Federal courses/classes.

Meetings with the Director of Transportation concerning problems on the bus route, immediately following the route, shall be treated as a continuation of the route for payment, with a maximum of 15 minutes.

District agrees to meet with the drivers at least once each semester at the end of November and at the end of March. Drivers that receive paid New Driver STOP training, DOT physical and pre-employment drug and alcohol screening, and/or CDL license reimbursement from the Mediapolis Community school district, shall reimburse the school district for said costs, if the driver quits prior to six months of employment.

Drug Tests

Mandatory drug tests are paid at the regular hourly rate of pay.

Trips

If two trips come up at the same time, from two different categories, and a driver is at the top of both lists, he or she will be given a choice of trips. The same is true of two trips that fall on the same day in the same category. The driver shall have the option to reject the second trip or trade that trip with another driver who is willing to trade.

Trading Trips

There shall be no trading of preassigned trips. Trips that are added to the schedule or trips that are turned back into the Transportation Director, after the pre-assignment schedule is printed, will be assigned to the next driver who is up for a trip in that category by seniority.

Definition of Trips

The definition of a trip shall be defined as any school activity to which the driver has been assigned that is within the district boundaries (in district trip) or if the destination is outside district boundaries (out of district trip). A trip shall start fifteen (15) minutes prior to the scheduled student pick up time and will include the pre-trip inspection. A trip shall end five (5) minutes after the student(s) are returned to the

school or point of origin. (Subject to other provisions in the contract.)

Postponed Trips

If a trip is postponed, the same driver will take the trip at a later date. If a trip is canceled, and the order of rotation has not been changed, the driver's name will be moved back to the top of the list, and will remain in order.

Practice Trips

All practice trips shall be offered on a rotating basis according to seniority of those signed up for that activity. (Refer to Routes, Vacancies, and Extra Driving)

Activity Trip

If an activity trip is put through the bidding process and then canceled within the 7 days of occurrence for any reason other than shortage of subs, the driver that bid on the trip shall be paid for 1.5 hours.

Pep bus drivers will be taken from the list that corresponds with the activity and the pep bus is attending.

Extra Driving Assignments and Mid-Day Runs

In the event of a vacancy in the extra driving assignments during the year, the most senior driver will, again, have first choice. We will again follow the seniority list from the most senior driver to the least senior driver until all extra driving assignments are filled, with each driver having only one extra driving assignment. In the event that a substitute driver is needed, the remaining full-time drivers will be used on a rotation system. Refer to Routes, Vacancies, and Extra Driving, Paragraph 4.

There will be a one-hour minimum for all Extra Driving Assignments and Mid-Day Runs.

Seniority Dates

The Seniority date (start date) of an employee who is hired after the beginning of the year shall be the date of hire for seniority purposes related to employment, reduction and recalls. Employees driving more than one half (1/2) of the school year as a regular school bus route driver will receive credit for one full year effective July 1 of the succeeding year. Employees driving less than one half (1/2) of the school year as a regular bus route driver will receive no credit for seniority for salary schedule purposes.

HOLIDAYS

Full-time bus drivers shall receive full pay for Good Friday, Memorial Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day, New Years Day, and Labor Day. Full pay is for(2) regular route trips per holiday to which the driver is regularly assigned. (One full day's pay per holiday for a driver's normal a.m. and normal p.m. route pay.) Note: This pay amount may be different for each driver.

HOURS, WORKDAY AND WORKWEEK

The hours of work will be scheduled according to the employee's regular bus routes and/or activity trips.

A workday shall commence at 4 a.m. and shall end the following day at 4 a.m. for a period of 24 consecutive hours.

A workweek shall commence at 4 a.m. Monday and shall end the following Monday at 4 a.m., a period of one hundred sixty eight (168) consecutive hours.

ROUTES, VACANCIES AND EXTRA DRIVING

In the event of new routes or vacancies, which occur on existing routes, the Employer will endeavor to honor all requests for transfers provided that the efficiency of the bus operations is not affected.

For purposes of this Agreement, "extra driving" shall include extra-curricular trips, field trips, athletic trips, and activity trips. An extra driving trip will be complete and end five (5) minutes after the students are returned to the school or point of origin. Any other extra driving trips shall be posted twenty-four hours prior to the time the trip is to begin, except for trips, which are the result of postponement.

Individual sign-ups for extra driving trips for interested full-time drivers are to occur at the beginning of the school year and at other times specified by the Transportation Director. The Transportation Director may utilize transportation department personnel to drive students to golf practice. A bus driver will be utilized to return students to the school. Assignment of this work will be according to the master contract. Extra driving trips shall be offered to full time drivers on a rotating seniority sign-up list. New trips will be offered to the drivers on the list where the last trip left off. Example: If driver #7 took the last trip the next trip would be offered to driver #8 and the process continues until the trip is taken. All scheduled trips to be assigned on Thursday for the following week in person by the Transportation Director following the a.m. routes. The next driver on the list will have his/her choice of all posted trips at that time. If, for good cause, any interested driver cannot be present at the time of assignment, he/she must make prior arrangements with the Transportation Director. "Good Cause" will be determined by the Transportation Director. Trips that are scheduled after trip assignments are made on Thursday mornings will be assigned according to the rotating seniority sign-up list.

For "extra driving" trips it is necessary to supply the following information to the driver:

- * What time the trip starts.
- * Where the students are to be picked up.
- * If the driver is to take a sack lunch or if they are stopping somewhere to eat.

The purpose of this article is to equalize the driving assignments. However, this article does not imply that an employee has a right to refuse assigned work for which the employee is contracted and qualified.

ACTIVITY PASS

The driver of an activity bus shall be provided a pass to the activity for which he/she is driving or shall be reimbursed for the cost of admission upon presentation of written request. Each driver and spouse is to receive a pass to home non-tournament athletic events.

JURY DUTY

An employee shall be paid full pay for absence from work when under court order to serve as a juror or a witness. This is intended to mean that the employee shall receive full pay for time lost due to examination, selection, and/or actual service on a jury, or as a witness, when said employee is under court order. Fees paid to employees for such services shall be turned into the Employer, except mileage reimbursement.

Employees shall report to the Employer if excused before the end of the workday.

SICK LEAVE

Full-time bus drivers shall be entitled to fifteen (15) days of paid sick leave per school year. Effective July 1, 1994, unused sick leave, which includes the current year's allowance, shall be cumulative to a total of One Hundred Twenty (120) days and may be used by the employee at any time during the contract year for sick leave only. No sick leave may be retained by an employee who has been terminated.

The employee shall provide reasonable evidence, as deemed necessary by the supervisor, including, but not limited to a medical doctor's statement, in each instance of use, confirming the necessity for such leave of absence.

To allow the Employer time for planning and obtaining substitutes, an employee will notify the Employer of a foreseeable disability as soon as such condition is known to the employee.

To the extent of sick leave accrued, sick leave will be paid to the bus driver(s) (at their option) in conjunction with workers compensation to the extent the driver(s) will receive their average weekly pay. An employee shall receive no more than their regular bus route average pay by the combination of workers compensation and sick leave pay. Accrued sick leave shall be reduced on a pro-rata basis by the amount of sick leave pay needed to reach the regular bus route average pay.

At employee's option, sick leave may be used for any day(s) not covered by workman's compensation benefits.

LEAVE OF ABSENCE FOR FAMILY ILLNESS

Employees shall be granted leaves of absence without loss of pay for illness in the immediate family, not to exceed five (5) days per school year, with such leave not cumulative. If an employee has exhausted the provision of five (5) days of leave of absence for family illness, said employee shall have the option to use accumulated sick leave days for the purpose of leave of absence for family illness. In such cases, leave of absence with pay shall be granted the rate of two (2) sick leave days per one (1) day of leave of absence for family illness, in increments of up to ten (10) working days, to a maximum of sixty (60) days of sick/thirty (30) days of leave for family illness. Said immediate family shall be limited to spouse, child, step-child, parent, parent-in-law, or permanent resident in the employee's household for whom the employee is the major caretaker and has responsibility for physical care. The above five (5) days of leave of absence, without the option to use accumulated sick leave, shall be available for the following additional family members: sibling; grandparent; and grandchild.

Requests for leave of absence for family illness shall be directed to the Transportation Director. The employee shall be responsible for informing the Transportation Director of the nature of the illness, the expected length of leave required and the address and/or phone number at which the employee can be reached during the leave

PERSONAL LEAVE

Full-time bus drivers shall be granted two (2) days of leave per school year for personal reasons without loss of pay. Personal leave may accumulate to five (5) days, with current personal days plus prior accumulation not to exceed this five (5) day maximum. After accumulation of Five (5) personal days an employee may convert a maximum of two personal days for regular route pay at a 2:1 ratio. (I.e. 2 personal days for one regular route pay) If an employee has three personal days they may convert one personal day for 1/2 regular route pay. Any unused personal days being converted using the 2:1 ratio will be paid to the employee in the June payroll of each calendar year, If requested by the employee prior to June 10 of that year.

Personal leave shall not be used for the purpose of extending vacations or holidays. However, personal leave may be used when contiguous to vacation or holiday if, in the judgment of the Director of Transportation, such leave is not for the purpose of extending a vacation or holiday. Personal leave may be used during school vacations or breaks such as Thanksgiving or Christmas break with approval of the director of transportation.

Personal leave shall be granted only if a suitable substitute can be obtained. Requests for leave shall be made to the Director of Transportation three (3) days in advance of desired leave, except in case of emergency.

BEREAVEMENT LEAVE

A leave of absence not to exceed five (5) days shall be granted to employees without loss of pay in the event

of death in the immediate family. Said immediate family shall be limited to spouse, children, parent, and other persons of the immediate household.

A leave of absence not to exceed three (3) days shall be granted employees without loss of pay in the event of a death in the family, except that up to two (2) additional days may be granted employees without loss of pay, at the discretion of the superintendent, in instances of distant travel or other unusual circumstances. Said family shall include grandchild, grandparent, brother, sister, parent-in-law, brother-in-law, sister-in-law, and grandparent-in-law.

For other funeral leave, a personal day may be used. Personal leave days that would be lost due to non-use may be carried over to a maximum of one (1) day for use as bereavement leave for persons not listed above.

LEAVE EXTENSION AND UNSPECIFIED LEAVE

Extension to any leave of absence and leave of absence not specified in this agreement may be granted at the discretion of the Superintendent of Schools but shall not be subject to the grievance procedure of this contract. Said leave shall be requested by the employee, shall be without pay, shall be without loss of seniority, and shall not exceed ten (10) days in duration.

FAMILY MEDICAL LEAVE ACT COMPLIANCE

Employees of the District are entitled to family medical leave to the same extent and subject to the same terms and conditions as set forth in the Family Medical Leave Act of 1993 and the regulations implementing the act. The addition of this provision shall not diminish any of the other leaves in this contract.

BUS LOCATION

Drivers, with administrative approval, may choose to keep the bus at their home provided they live outside the Mediapolis city limits and provided said driver lives on or near their assigned bus route. It is understood that any bus may be required to be taken to the bus garage for specific maintenance, repairs, maintenance work, or for school use. In such cases it is the driver's responsibility to bring the bus to the bus garage.

It is understood that the Employer shall retain its rights under Chapter 20, Code of Iowa, including, but not limited to, "Determine and implement methods, means, assignments and personnel by which the public employer's operations are to be conducted."

It is understood that the Employer will not assign or reassign bus routes for the specific purpose of removing the eligibility of a driver to park his or her bus at home.

If, at the discretion of the Director of Transportation Directory, a bus is stationed at the home of a driver, the District shall reimburse said driver forty (\$40) dollars per year for expenses incurred for electricity.

TAX SHELTERED ANNUITY PLANS

The District will be allowed to deduct from the employee's pay for Tax Sheltered Annuity plans. The District must have written authorization for this from the employee.

Appendix D

BUSINESS PROCEDURES MANUAL

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I. INTRODUCTION

This Business Procedures Manual is intended for use as a guide to Mediapolis Community School District business practices. Procedures differ from policies in that the Board of Directors set board policies. School district administrators implement these policies by adopting and/or changing procedures to execute the policies. Procedures do not require a vote of the school board but reflect the intent of school board policies.

Auditors for public funds require a strict accounting of all school district funds. The Business Office has developed this handbook to outline procedures, which will allow for a clear accounting trail. The cooperation of all employees is essential if the Mediapolis Community School District is to obtain the maximum value for each tax dollar spent. While this manual does not answer all questions related to purchasing and accounting procedures, it does provide the foundation for a sound financial management system. Employees are encouraged to ask administrators any questions they may have about procedures, and also to report to them any suspected misappropriation of assets/funds or improper conduct.

The material in the manual is subject to revision to meet the often rapidly changing developments encountered in the field of purchasing and economy. Within these limits it is hoped that this manual will prove beneficial to the school district and to all district employees.

This manual is effective immediately upon issuance and receipt, and supersedes all previous instructions or directives concerning business procedures within the district.

II. DISBURSEMENTS

All disbursements of district funds must be made in accordance with Business Office procedures. We are accountable to the taxpayers who provide these funds, and we are also audited each year to ensure we follow established practices for making disbursements. By law, ALL purchases and expenditures must show “public purpose”.

Requisitions/Purchase Orders:

When ordering merchandise (ex: supplies, equipment) from a vendor, a purchase requisition and purchase order must be used. All orders must be approved in advance by obtaining the approval of an administrator on a purchase requisition before an order is placed. The procedure is as follows:

- The staff member submits a completed requisition form to his or her administrator (see the building secretary if you do not know the location of a blank purchase requisition).
- The administrator will approve or deny the requisition.
- If approved, the administrator will assign a line item budget account number and forward the requisition to the appropriate secretary, who will process the requisition into a purchase order.
- The secretary (or staff member, if preferable) will then place the order.

Completion of the requisition form is self-explanatory. Please read it carefully. The requisition should include *all* pertinent ordering information such as vendor name, address, telephone number, facsimile number, item identification number, quantity, price and item description. An estimated amount for shipping should be included. Notate on the requisition if a credit card is to be used. The Business Office **strongly recommends** obtaining a quote from the vendor whenever possible to use for completion of the requisition.

In preparing requisitions, all items to be ordered from one vendor should be put on one requisition. By the same token, when purchasing several related items but from different vendors, a separate requisition should be prepared for each vendor.

No *personal* items should ever be bought using a district requisition, district purchase order, district credit cards, district accounts, or district location. In addition, all school items requisitioned must be shipped to a district location-no school items should be shipped to a personal residence. Also, cash payments and gift cards to students are **not** allowed, er the D.E.

The Business Office will establish cut-off dates for purchase order issuance at the end of the year for General Fund programs. If the vendor cannot guarantee delivery of merchandise by

the end of the school year, DO NOT ORDER if items are to be paid with current year General Fund allotments. Merchandise to be ordered using the next school year's budget should not be ordered until on or after July 1 and should have a delivery date of July 1 (or later) clearly notated on the purchase order.

Mediapolis School District is sales tax exempt; therefore, no sales tax should be charged on items purchased for school use. Please ensure that the vendor is aware of this. If the vendor needs an Iowa Sales Tax Exemption Certificate, please contact the Business Office.

NOTE: School Specialty is our approved vendor for office and instructional supplies/merchandise. All merchandise should be ordered through School Specialty, unless the item(s) is not available (another vendor may then be used, with approval). Ordering from School Specialty is done online, using a district-issued username and password. (Any *furniture or equipment* should be done through our School Specialty sales representative, and not done online). For further instructions on ordering from School Specialty, contact the building secretary or the Business Office.

Receiving Items Ordered

Usually, all merchandise is delivered to the Business Office, where it is signed for if necessary. The merchandise is then delivered to the staff member who placed the order or the appropriate building secretary. Upon receipt of the merchandise, the staff member should turn in any packing slips to the Business Office after checking in each item on the order and marking it received, as well as initialing and dating the packing slip. If additional items from the same purchase order are being shipped at a later date, please note that on the packing slip before you submit it to the Business Office.

If you know that some items on the purchase order will not be received (item discontinued or you canceled the order), be sure to write that on the packing slip or a copy of the original purchase order prior to submitting it to the Business Office for payment.

Issuance of Checks

Payment is not initiated until the invoice (bill), signed purchase order and packing slip are matched at the Business Office. All documentation must be received before the bill can be paid.

Please check in delivered merchandise and process packing slips as quickly as possible to avoid late fees from the vendor.

After all documentation is received, the Business Office will enter the invoice into the computer accounting system to be paid. All bills will be presented to the School Board for approval at the

next regular Board meeting. After approval by the School Board, the checks will be mailed/distributed to the vendors the day following the Board meeting. All necessary documentation (purchase order, signed packing slip and invoice) will be attached to the check stub and filed by vendor in the Business Office.

NOTE: Occasionally, a conference workshop or field trip will need to be paid ahead of time or when the employee attends the event. This should be noted on the purchase requisition along with payment instructions. A completed purchase order should then be sent over to the Business Office for payment, allowing at least a week for processing.

Activity Fund Checks

All purchases and expenditures must show “public purpose.” This includes monies from fundraising. Student activity funds are first, last, and always public funds that are property of the school district, the same as any other district funds. If you have any questions as to the appropriate expenditures in activity funds, please contact the Business Office.

Money in the Activity Fund **MUST** be accounted for and go through the same procedures as any other money the school receives and spends.

Check requests for merchandise being paid for out of the Activity Fund will be handled in the same manner as General Fund requests. Please send over any packing slips that you receive. This will eliminate sending bills over to the Activities Director or the Activity Sponsor to get approval to pay. It is the responsibility of the Activities Director or the Activity Sponsor to request cash boxes for any club sponsored events. The Activities Director will provide a supervisor schedule for school sponsored events to the Business Office personnel. The Business Office will prepare cash boxes for athletic events, per the schedule on the Southeast Iowa Super Conference website. The officials and game workers will need to fill out a payment voucher that will be located in the cash box. The supervisor on duty will see that vouchers are distributed to the appropriate person to fill out and sign. Vouchers need to be returned to the cash box so Business Office personnel can process for payment.

It is understandable that some things cannot wait for Board approval because of deadlines, but it is important that you try and plan accordingly. Please let the Business Office know of any deadlines so they do not get missed.

Special Note: *You cannot use school tax-exempt status for purchasing merchandise for non-school sponsored camps. These purchases need to be paid from your camp funds (not school funds) and the merchandise must be taxed.*

Reimbursements

Occasionally, it may be necessary for a staff member to purchase an item for the district with personal funds and then be reimbursed by the district. Reimbursement situations are seldom needed, as purchase orders are readily accepted at district-approved vendors in nearly all situations. **If at all possible, arrangements should be made for the district to pay the vendor directly.**

In these cases, the employee **must have prior approval** from an administrator. This needs to be done in the form of an approved purchase order (see previous section on Requisitions/Purchase Orders).

When requesting reimbursement for items purchased, the receipt must be attached to the signed purchase order (or with the p.o. Number written on the receipt). **Expenses that have no receipt will not be considered.** **A canceled check is not a receipt.** The receipt must meet the following criteria:

- Must be an original receipt (no copies)
- Must show the cost of each item purchased
- Must show the total amount of the purchase
- Must show the amount paid
- Must show that no amount is outstanding
- Must show the name of the vendor.
- If it is a credit card receipt, a detailed receipt must be submitted (not just the summary receipt).

NOTE: It is not acceptable to submit an invoice with a written “pd by check number XXXX”. We must have clear documentation on the receipt of payment and clear documentation that no amount is still outstanding. The vendor receipt must clearly indicate the total charge, the total paid and a “0” in the amount due column. (The “0” must be part of the receipt, not created by just crossing out the amount due).

Any sales tax paid by a staff member when making a purchase will not be reimbursed.

No checks will be written to an employee in advance of a purchase.

School Credit Card, WalMart Charge Card and Other Charge Accounts

The district maintains VISA Business credit cards for the administrators. These cards are to be used primarily for district travel. The staff member needs to have prior approval for purchase, by following the requisition/purchase order procedures mentioned before. A credit card may be checked out from the administrator before leaving. A letter authorizing employee usage is to be obtained from the Business Office before traveling. **Usage of the**

credit card for supplies and other merchandise (non-travel expenses) requires prior approval from the Business Office. Receipts or other documentation (such as an online conference pre-registration confirmation) must be submitted to the Business Office attached to the signed purchase order (or with the p.o. number written on the receipt).

The district maintains a charge account at WalMart for merchandise that cannot be obtained from School Specialty (or other vendors). The staff member needs to have prior approval for a purchase, by following the requisition/purchase order procedures mentioned before. The WalMart account requires a charge card and sales-tax exemption card to make a purchase. The WalMart card can be checked out from the Business Office or the school secretary. The WalMart receipt must be submitted to the Business Office attached to the signed purchase order, as soon after the purchase as possible (or with the p.o. number written on the receipt).

The district also maintains accounts at various local businesses (Schrock's, Mepo Foods) to be used when merchandise cannot be obtained from School Specialty or needs to be purchased same-day. No charge card is needed to make purchases at these businesses, but once again, purchases must have prior approval by following the requisition/purchase order procedures mentioned before. Like the WalMart receipts, these receipts must be submitted to the Business Office attached to the signed purchase order (or with the p.o. number written on the receipt), as soon after the purchase as possible.

Failure to submit proper receipts on a timely basis will result in filling out a Payroll Deduction Authorization Form (see Appendix A) and/or loss of charge privileges.

No alcohol should be charged on the school credit cards.

Travel (Board Policy 803.9)

All personnel of the district shall be reimbursed for travel expenses incurred for in-state travel authorized by the Superintendent/Administrator and for travel incurred under the policies of the Board of Directors. All travel should have prior written approval.

For out-of-state travel procedures, contact your administrator.

Travel shall be by common carrier when such transportation is available and will serve the time schedule of the individual as well as travel by private automobile. In such cases, if the individual chooses to go by automobile, the maximum travel cost shall be limited to the common carrier rate. If a school vehicle is available, but an employee chooses to use their private vehicle, payment shall be limited to five cents per mile.

If no district vehicle is available, the rate for reimbursement shall be for mileage at whatever the current federal mileage allowance is set for use of a private automobile or other similar conveyance. Documentation should be obtained from the Transportation Director stating that no district vehicle was available for use.

All administrative personnel shall be provided a district vehicle or shall be reimbursed for any travel (if no school vehicle is available) from their offices while in the performance of their assigned duties. This does not include travel to and from work and home.

All other personnel shall be provided a school vehicle or shall be reimbursed for any travel (if no school vehicle is available) from the building in which they normally begin their day of service. This does not include travel to and from work and home.

To Request a School Vehicle: The Transportation Request form is available on the district website under “Departments”, then “Transportation”, on the left hand side of the site. This is the ONLY form that should be used to request a vehicle. Once this form is completed, it should be emailed to his or her administrator. Once the administrator approves it, he will email it to the Transportation Director. Once the Transportation Director approves the request and assigns a vehicle(s), the Transportation Director will send a confirmation with the assigned vehicle information to the Teacher in Charge listed on the request, and to the administrator, as well.

Per Board policy, the staff/student meal allotment is \$30.00 each day (total for all meals) when traveling overnight. Meals may be paid for with a school credit card with approval of the staff member’s administrator. Receipts for all meals must be turned in to the Business Office. Tips will be covered as long as they are reasonable (not more than 20% of the check excluding tax). A detailed, itemized receipt (not just the summary receipt) for each meal must be submitted to the Business Office, showing what items were purchased.

Most hotels will take a purchase order and then invoice the district. Every effort should be made to use a purchase order when making hotel reservations. \$125 per room per night is the maximum allowed when traveling for professional development (see Board Policy 414.4a). Once again, a receipt from the hotel should be submitted to the Business Office along with the purchase order.

Gas cards should be used for fuel and are available for checkout at the Business Office. The cards should be checked in immediately following your return along with copies of all gas receipts.

District credit cards may be checked out at the building administrator's office and must be checked in immediately following your return (a letter authorizing employee usage is to be obtained from the Business Office before traveling, as mentioned above). In summary: the card can be used for meals (you must follow the allotment guidelines above, including the submission of **detailed, itemized** receipts), fuel (**if** unable to find a gas card vendor while traveling) and hotel rooms, *only if the hotel does not take a purchase order*.

Failure to provide itemized receipts on a timely basis will result in filling out a Payroll Deduction Authorization Form (see Appendix A) and/or loss of charge privileges.

Ordering Supplies and Equipment That Will Be Reimbursed By An Outside Source

The procedures for ordering items that will be paid for by an outside source (i.e. booster clubs, parent groups, etc.) will be the same as mentioned before--a requisition should be completed and processed through the purchase order procedure, including administrator approval. On the requisition and in the coding section of the purchase order, be sure to notate "To Be Reimbursed By (whatever club or group is paying for the items)".

When the order is received, the staff member should check in all of the items and submit the initialed and dated packing slip to the Business Office as mentioned in Receiving Items Ordered above. An invoice will then be issued by the Business Office to the outside source for payment once payment has been processed through typical procedures.

III. RECEIPTS

Collection and Documentation of Receipts

Schools receive money from parents, patrons, students and personnel for various items. Teachers, teacher assistants, coaches or other individuals designated by the principal may collect monies from pupils for approved fundraisers and activities. All monies received by a school employee are subject to the operating procedures as described in this manual. This includes all student activity funds.

Any money collected by any school employee shall be documented. Adequate documentation may be either a pre-numbered receipt (receipts can be obtained from the Business Office) or a detailed listing or spreadsheet created by the employee collecting the money. The documentation must include the name of the person who paid, the dollar amount, the date of the receipt and what was paid for. If using a receipt book or pre-numbered receipts, a copy of the receipt should be given to each payee. If using a detailed listing *and* individual order forms or tickets (or something similar) are not to be

returned/given to payees, each payee paying should sign or initial the listing next to his or her receipt information. For guidance on specific situations, please contact the Business Office.

All monies received must be accounted for and handled appropriately and promptly. All monies and proper documentation should be delivered timely for deposit in the district accounts. The amount and documentation must be totaled and should be turned in to the building secretary at least daily. No money is to be kept by employees overnight in classrooms, desks, file cabinets, etc.

Deposit of Funds

Monies received by the building secretaries should be delivered daily to the Business Office when the total cash and checks on hand exceed \$300.00. Delivery of cash and checks by the building secretaries to the Business Office (no matter what the amount) should be no less than once a week. Monies not yet delivered to the Business Office should be kept locked in the building safe or locking fireproof cabinet.

Grants/Outside Monies

Applications for all grants and other monies require prior administrator approval. Also, the Business Office must be kept informed of all grants that have been applied for, awarded, etc. in order to make sure that the grants and other funding meet “public purpose” and are accounted for appropriately.

Expenditures of grant/outside monies are to follow the usual purchase requisition/purchase order procedure, with the name of the grant/donor notated in the Notes/Remarks section of the purchase order.

Night Activity/Gate Receipts Collection Procedures

For activities that take place after school hours, the Activities Director, Activity Sponsor, Principal and/or the Superintendent **MUST** ensure monies collected are handled properly and secured until the money can be counted and deposited. The supervisor on duty will follow the steps below:

- The supervisor on duty is responsible for collecting the money at school-sponsored events. The supervisor should be sure that the money is counted and two people are handling the money. Logistics should be arranged with the Business Office.
- The money needs to be placed in a lock deposit bag (located in the bottom of the cash box). The supervisor on duty will be sure the bag is locked and put in the bottom of the cash box. The cash boxes will be returned to the secure filing cabinet in the Business Office or kept in a secure place overnight. If the cash boxes are not in the

secure filing cabinet in the Business Office, the cash boxes need to be returned the next business day or arrangements made to pick them up.

- The cash boxes will be reconciled on the next business day and deposited by the Business Office personnel.

IV. FUNDRAISERS/CANNED FOOD COLLECTIONS

See **Board Policy No. 1005.3 “Fundraisers Guidelines”**. Contact your administrator with any questions you may have.

Canned Food Collections:

School fundraisers to benefit individuals, families, or outside non-profit groups are not allowed, as they do not meet public purpose for a public school district.

According to Iowa Code, a school district can in good faith donate food to a bona fide 501(c)(3) charitable or non-profit organization. Mediapolis School District allows for collection and donation of canned foods under this provision. No monies or other items are allowed to be donated to any outside person or organization {501(c)(3) or other}. Canned foods should be collected by the school; monies should not be raised to purchase canned foods. Prior approval from the appropriate administrator should be obtained before each collection.

(“canned foods” per Iowa Code means canned foods that have been hermetically sealed or commercially processed and prepared for human consumption).

V. BUDGETS

Budget Monitoring

Each budget officer (e.g. principals, athletic directors, etc.) is responsible to monitor each account under his or her control by tracking expenditures. The Business Office staff is available to assist building personnel with this responsibility and can provide reports with regard to accounting records at any time. Building principals and other budget officers are provided reports monthly by the Business Office to monitor account activity.

Over-expenditures in a specific budget code must be allotted through under-expenditure in other line items. Communication with the Superintendent for these situations is important. It is imperative that the budget review is done on a timely basis. Any questions or problems should be immediately emailed or called in to the Business Office for further review.

VI. EXTRA HOURS WORKED BY STAFF MEMBERS

When an hourly staff member needs to work extra hours, these hours should be approved by their Administrator in order to be paid over their scheduled work day hours. All extra hours should be accounted for through VeriTime (ex: hourly employee working overtime for her job), an expense voucher (ex: working gate), or other format approved by the administrator.

APPENDIX A
MEDIAPOLIS COMMUNITY SCHOOL DISTRICT
EMPLOYEE PAYROLL DEDUCTION AUTHORIZATION FORM

EMPLOYEE

NAME: _____

SOCIAL SECURITY #: _____

DEDUCTION EFFECTIVE DATE: _____

Payroll Deductions:

- **Visa (School Credit Card)**
\$ _____
- **Gas Credit Cards (BP, Caseys, Kum & Go)**
\$ _____
- **Direct Accounts (Menards, Lowe's, etc.)**
\$ _____
- **Other Credit Cards (Walmart, Hy Vee, Staples, etc.)**
\$ _____

I agree that my gross pay will be reduced by the amount of the deduction as checked above due to failure of providing a detailed receipt of my purchase(s), per Business Procedures Manual (Page 5-Use of Credit Cards and Page 6-Travel).

Employee
Signature _____ **Date** _____