

Calamus Wheatland Community School District

Certified Staff Handbook 2022-2023

SECTION 1 INTRODUCTION

A. Applicability

This Employee Handbook shall apply to all full-time and regular part-time professional employees employed by the Calamus-Wheatland Community School District. It does not apply to the Superintendent, principals, teacher aides, secretaries, cooks, custodians, bus drivers and all other employees of the Calamus-Wheatland Community School District.

B. Effect of Employee Handbook

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

This Employee Handbook shall be maintained solely by the District. The Board of Directors of the Calamus-Wheatland Community School District and/or the District's Administration has the ability to interpret and imply provisions of the Employee Handbook.

Changes to the handbook are at the discretion of the District. However, before changes are made to the handbook, the employees must be notified and have an opportunity to discuss and provide input regarding the proposed changes.

C. Effective Dates

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

D. Savings Clause

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

E. Definitions

1. The term "Board," as used in this Employee Handbook, will mean the Board of Directors of the Calamus-Wheatland Community School District or its duly authorized representatives.

2. The term “District,” as used in this handbook, will mean the Calamus-Wheatland Community School District.
3. The term “employee,” as used in this handbook, will mean all full-time and regular part-time professional employees employed by the Calamus-Wheatland Community School District, except it shall not mean the Superintendent, principals, teacher aides, secretaries, cooks, custodians, bus drivers and all other employees of the Calamus-Wheatland Community School District.

SECTION 2 PAYROLL DEDUCTION

Upon appropriate written authorization from an eligible employee, the District shall deduct from the salary of that eligible employee and make appropriate remittance for annuities, insurances or any other plans approved by the District. The Association agrees to indemnify and hold the District harmless against any and all claims, suits or orders or judgments brought or issued against the District as a result of any action taken or not taken by the District under the provisions of this section.

SECTION 3 GRIEVANCE PROCEDURE

A. Definitions

1. A grievant shall mean an employee or group of employees covered by this handbook or the Association only filing a grievance.
2. A grievance shall mean there has been an alleged violation, misinterpretation or misapplication of any of the specific provisions of this handbook.
3. A party in interest means any person who might be required to take action or against whom action might be taken in order to resolve the grievance.
4. Days shall mean employee workdays.
5. Superintendent and Principal includes designees.

B. Procedures

1. First Step

An attempt shall be made to resolve any grievance in informal, verbal discussion between employee and his/her principal. All grievances must be presented within ten (10) days of the date of occurrence or knowledge of the occurrence of the event giving rise to the grievance.

2. Second Step

If a grievance is not resolved informally at the first step, the grievant shall file the grievance in written form using the grievance report form in section 19, with the building principal within five (5) days after the last informal conference with the building principal. Within ten (10) days after the principal receives the written grievance, a meeting at a mutually agreeable time shall be held with the grievant to discuss the alleged grievance and attempt to resolve the grievance. The principal or designee shall render such decision and communicate it in writing to the grievant within five (5) days following the meeting between the principal and the grievant.

3. Third Step

In the event a grievance has not been satisfactorily resolved at the second step, the grievant shall file, within five (5) days of the principal's written decision at the second step, a copy of the grievance with the Superintendent. Within ten (10) days after such written grievance is filed, the grievant and Superintendent shall meet to resolve the grievance. The Superintendent shall file an answer within ten (10) school days of the third step grievance meeting and communicate it in writing to the grievant, the grievant's representative, and the principal.

C. General

1. The purpose of these procedures is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise under this handbook. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of this procedure.
2. The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The failure of a grievant to act on any grievance within the prescribed time limits shall constitute a waiver of the alleged grievance and will act as a bar to further appeal of that alleged grievance. An administrator's failure to give a decision within the prescribed time limits shall permit the grievant to proceed to the next step. The time limits may be extended by mutual agreement.
3. It is agreed that any investigation or other handling or processing of any grievance by the grievant or the grievant's representative(s) shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the grievant or of employees. The Administration shall determine whether an interference has occurred under this paragraph.

4. At all steps of a grievance after the first step, the Association and Administration shall have the privilege to have representatives or parties in interest attend any meetings required to resolve the grievance.
5. If a grievance directly affects three (3) or more employees, the Association or principal may consolidate the grievances and the process shall begin at the third step.
6. All meetings and hearings under this procedure shall be conducted in private and shall include only witnesses, the grievant, and their designated or selected representatives and parties in interest.
7. Unless agreed to by the Superintendent and the grievant, all grievances shall be processed outside the employee work day.
8. Grievances filed in writing after May 1 shall be processed by calendar days, not school days, unless the parties agree to postpone the process to the next school year.

SECTION 4 EMPLOYEE WORK YEAR

A. Regular Contract

The in-school work year for employees shall not exceed one hundred ninety (190) days. There shall be available an additional two days for in-service training at the discretion of the Administration for a total of 192 days. Said days shall be at a per diem rate or a payment that is mutually agreed upon.

B. Holidays

The regular contract of employees shall include seven (7) holidays. Such holidays shall include Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Good Friday, Easter Monday, and Presidents Day. No employee shall be required to perform duties on any of the above holidays except Presidents Day if it is used as a make-up day.

C. Definition of In-School Work Year

The in-school work year shall include days when pupils are in attendance, orientation days, and any other days on which employee attendance is required.

D. Non-Attendance

Employee attendance shall not be required whenever student attendance is not required due to inclement weather or other emergency closing.

SECTION 5 EMPLOYEE HOURS AND LOAD

A. Workday

1. Length of the Day

The total in-school workday shall consist of not more than seven (7) hours and thirty-five (35) minutes, inclusive of duty-free break periods.

2. Arrival and Dismissal Time

No employee shall be required to report for duty earlier than twenty (20) minutes before the opening of the pupils' school day, and shall be permitted to leave ten (10) minutes after the close of the pupils' school day and/or after all their responsibilities have been concluded. On Fridays or on days preceding holidays or vacations, the employee's regular day shall end at the close of the pupils' day.

B. Lunch Breaks

1. Grade Level and Other

Employees shall be allowed a daily, uninterrupted, duty-free lunch break of at least twenty (20) minutes.

2. Leaving the Building

Employees may leave the building provided they notify their immediate principals or Superintendent during their scheduled lunch and during their preparation time with permission.

C. Meetings

1. Faculty and Other

Employees may be required to remain after the end of the regular working day without additional compensation for the purpose of attending faculty or other professional meetings. Such meetings shall begin no later than ten (10) minutes after the student dismissal time and shall extend for no more than sixty (60) minutes, except that no more than two (2) of said meetings per year may exceed the sixty (60) minute limitation.

2. Notice and Agenda

The notice for any required meeting shall be given to the employees involved at least one (1) day prior to the meeting, except in an emergency. Employees shall have the opportunity to suggest items for an agenda.

D. Teaching Load

When and where possible in the judgment of the Administration the teaching load shall be as follows:

1. Junior and Senior High School

The daily teaching load in the junior and senior high school shall be not more than six (6) teaching periods, which may include one (1) or more supervised study hall periods.

2. Elementary School

The daily teaching load in the elementary school shall not exceed six (6) hours and thirty (30) minutes of pupil contact per day.

3. Number of Preparations

Junior and senior high school employees shall not be required to teach more than two (2) subject areas nor more than a total of five (5) teaching preparations.

4. Continuous Teaching in Junior and Senior High School

Junior and senior high school employees shall not be required to teach continuously for more than four (4) periods.

5. Continuous Teaching in Elementary School

Elementary employees shall not be required to teach continuously for more than three (3) hours.

6. The Board will endeavor to provide, whenever possible, appropriate substitutes for employees in order to alleviate added supervisory responsibilities for other employees.

E. Preparation Time

When and where possible, classroom employees shall, in addition to their lunch period, have daily preparation time during which they shall not be assigned to any other duties as follows:

1. Elementary School

Forty-five (45) minutes or one (1) class period.

2. Junior High School
Forty-five (45) minutes or one (1) class period.
3. Senior High School
Forty-five (45) minutes or one (1) class period.
4. Other members of the negotiating unit who are not regular classroom employees shall be provided with preparation time to the same extent as other employees.
5. If an employee gives up their only preparation time to cover another employee's class due to a lack of an available substitute employee, the employee will be paid \$14.00 for thirty minutes of coverage and \$21.00 for forty-five minutes of coverage. In order to be paid under this paragraph, the employee must turn in a time sheet setting out the amount of time they provided coverage the same day the coverage is provided, and the employee's building principal will need to sign off on the time sheet that same day. Building secretaries will complete a substitute sheet to match the employee's time sheet. Employees assigned a student hall who receive additional students to that study hall from an absent employee are not eligible to be paid under this paragraph.

SECTION 6 EMPLOYEE ASSIGNMENTS

The District will give written notice to each employee of the employee's salary schedule placement, class, and/or subject assignment for the forthcoming year not later than June 1. If a change is necessary due to changing conditions, such as a natural or man-made catastrophe or added personnel, the employee will be notified as soon as possible. This change will be discussed with the employee and/or employees affected, depending on the availability of the employee(s), the length of time available, and the degree of emergency. Mutual agreement will be sought, but the Board retains the right to make the final decision.

SECTION 7 SICK LEAVE

A. Accumulative Benefits

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|----|-------------------------------|---------|
| 1. | The first year of employment | 10 days |
| 2. | The second year of employment | 11 days |
| 3. | The third year of employment | 12 days |
| 4. | The fourth year of employment | 13 days |
| 5. | The fifth year of employment | 14 days |
| 6. | The sixth year of employment | 15 days |

The above amounts shall apply only to consecutive years of employment in the District and unused portions shall be cumulative to a total of one hundred twenty (120) days.

B. Conditions

All regular employees for less than full-time shall receive the same number of days allowance as full-time employees with the length of each day's allowance being equal to the length of the day under contract. The above amounts shall apply only to consecutive years of employment in the District, inclusive of approved leaves of absence. The Board may, in each instance, require such reasonable evidence as it may prescribe confirming the necessity for sick leave, or the fitness of any employee, mentally and physically, to return to work.

C. Notification of Accumulation

Employees shall be given a written accounting of accumulated sick leave days by October 1 of each school year.

D. Extended Leave

An employee who is unable to work because of personal illness or disability and who has exhausted all sick leave available shall be granted a leave of absence without pay for the duration of such illness or disability as determined by the employee's physician, up to August 1 of the next fiscal year. The District shall continue to provide during such period, and at its expense, medical and life insurance benefits to which the employee is entitled for such extended leave for reasons of illness or disability.

E. Family Illness Leave

In any one year, up to fifteen (15) days of the employee's sick leave may be used in the case of illness of employee's immediate family members (spouse, child, parents, brother, sister) or a legal dependent family member.

SECTION 8 TEMPORARY LEAVES OF ABSENCE

A. Paid Leave

Employees shall be entitled to the following temporary, non-accumulative leaves of absence each school year:

1. Personal

Employees will be granted up to two (2) days personal leave with pay per year, cumulative up to four (4) days (effective 23-24). Notification shall be given two (2) days in advance except in cases of emergency. Employees will provide lesson plans to their principal covering the period of absence. No personal leave shall be used the day before or after a scheduled holiday or vacation or on an in-service day, or during the first five (5) student contract days or the last five (5) student contract days of the school year. A personal day may be used for any purpose at

the discretion of the employee. The number of employees (including shared employees) shall be limited to three (3) per center, except that if more than four (4) employees (including shared employees) have applied for such leave the granting of the leave shall be subject to the availability of substitutes.

2. Bereavement

The days of leave requested shall be granted to a maximum of five (5) at any one time in the event of death of an employee's spouse, child, parent, brother or sister. A maximum of three (3) days at any one time shall be granted in the event of death of son-in-law, daughter-in-law, father-in-law, mother-in-law, grandchild, grandparent, brother-in-law or sister-in-law. Employees shall be granted one-half (1/2) day in the event of death of a friend or relative outside the employee's immediate family as defined above (up to two (2) a year). An additional day will be available for a friend or relative outside the employee's immediate family if the employee has used all of their personal leave days.

3. Professional

A request for professional leave shall be submitted at least one (1) week in advance of the employee's absence.

4. Jury and Legal

Any employee called for jury duty during school hours shall be provided paid leave. Any fees or remuneration the employee receives during such leave for service shall be paid to the District.

5. Good Cause

Other temporary leaves of absence with pay may be granted by the Superintendent or Board.

6. Association

Up to six (6) days with pay shall be available to Association members to attend conferences, conventions, and other activities of the Association or its national or state affiliates, with five (5) school days prior notice required unless the parties mutually agree to shorter notice. In addition, up to six (6) unpaid days may be used by the Association for similar purposes upon similar notice. Whenever an employee is required to participate during normal school hours in negotiations, grievance proceedings, conferences or meetings required by the Iowa Public Employment Relations Board, such employee shall suffer no loss in pay or other benefits.

B. Unpaid Leave

Other temporary leaves of absence without pay may be granted by the Superintendent or Board.

C. Sabbatical Leaves

1. Purpose

A sabbatical leave may be granted to an employee by the Board for study and professional improvement in the employee's teaching area. Leaves may be requested for one (1) full school year or one (1) semester.

2. Conditions

Sabbatical leave shall be subject to the following conditions:

- a. The employee has completed at least seven (7) full school years of service in the District.
- b. Written requests for sabbatical leave shall be received by the Superintendent by the time of issuance of contracts for the following school year. Action by the Board must be taken on all such requests no later than March 1 of the school year preceding the school year for which the leave is requested.
- c. Sabbatical leaves are available to only one (1) employee at any one (1) time, and only if a suitable replacement is available.
- d. Employees shall have the option to continue any or all of the District's paid programs by paying the premiums themselves to the District within thirty (30) days of the billing date.
- e. During the period of sabbatical leave, an employee may engage in remunerative employment and may accept grants or fellowships.
- f. The District's policies regarding renewal of employee contracts for the school year following the sabbatical leave shall apply to the employee on leave.
- g. Upon return from sabbatical leave, an employee shall be placed on the salary schedule and maintain the same benefits as the employee would have accrued had the employee taught in the District during such period.
- h. If a sabbatical leave is granted to an employee, the employee shall agree prior to the sabbatical leave to return to the District for at least one (1)

year of employment after completing the sabbatical leave or reimburse the District the amount of money and expenses for granting the leave.

D. Extended Leaves of Absence Without Pay

1. Extended leaves of absence without pay shall be granted for reasons of health, educational improvement, outside teaching, parental responsibilities, public office or for service to the Association.
2. All extended leaves of absence shall be for a period of up to two (2) consecutive semesters and shall terminate at the conclusion of a semester. No employee shall be entitled to an extended leave of absence unless such employee shall have made application in writing to the Superintendent not less than sixty (60) calendar days in advance of the projected date of commencement of the leave. No employee shall be eligible for an extended leave of absence for parental responsibilities unless such employee shall have been employed by the District for two (2) consecutive semesters without prior extended leave having been taken.
 - a. Any employee requesting an extended health leave or return from such leave shall submit, at the request of the District, to an examination by a physician designated by the District concerning such disability at the expense of the District.
 - b. Seniority shall be retained but shall not accrue with respect to extended leaves of absence.
3. An employee may request early termination of the leave in writing to the Superintendent. Such a request shall be submitted at least thirty (30) days prior to the beginning of a new semester. Approval of such a request shall be contingent upon available vacancies.
4. While on extended leave, the employee's interest in retirement funds, accumulated health leave, and except as to leave for educational improvement or outside teaching, placement on the salary schedule shall be frozen. No additional benefits shall be provided by the District during the leave period; however, the employee may purchase insurance programs available to other employees.
5. Employees on an extended unpaid leave of absence are not entitled to use accumulated health leave.
6. An employee returning from an extended leave shall be returned to a position for which the employee is certified as long as the employee is still under contract to the District.
7. A leave of absence without pay for educational improvement may be granted to any employee, upon application, for the purpose of engaging in study at an

accredited college or university reasonably related to professional responsibilities. Upon return from such leave, the employee shall be placed on the salary schedule and maintain the same benefits as the employee would have accrued had the employee taught in the District during such period as long as the employee is still under contract to the District.

8. A leave of absence without pay may be granted for outside teaching for an employee who serves as a teacher in any domestic or overseas program or institution. Upon return from such leave, the employee shall be placed on the salary schedule and maintain the same benefits as the employee would have accrued had the employee taught in the District during such period as long as the employee is still under contract to the District.
9. Other extended leaves of absence without pay may be granted in writing by the Board for good reason. Past practices in the granting of such leaves will not be binding on the Administration or Board.

E. Family and Medical Leave

Employees of the District are entitled to family leave to the same extent and subject to the same terms and conditions as set forth in The Family and Medical Leave Act of 1993.

SECTION 9 TRANSFER PROCEDURES

A. Voluntary

1. Definition

The voluntary movement of an employee to a different academic assignment, grade level or subject area shall be considered a voluntary transfer.

2. Notification of Vacancies – Filing Requests

Employees who desire a change in grade and/or academic subject assignment may file a written statement of such desire with the Superintendent. Such statement shall include the grade and/or subject area to which the employee desires to be assigned, in order of preference. Such requests for transfers and reassignments for the following year shall be submitted not later than August 1 for the first semester or December 1 for the second semester. Employees must notify the District of their request for a transfer within five (5) days of the posting of the vacancy to be considered for a transfer.

3. Criteria

In the determination of requests for voluntary transfer, the preference of the individual employee shall be considered to the extent that the transfer does not

conflict with the instructional requirements of the District. No such request shall be denied without a conference between the principal and the employee, at the request of the employee. If more than one (1) employee has applied for the same position, the determination as to which employee receives the position will be made with seniority, certification, academic preparation, and employee evaluation taken into consideration.

B. Involuntary

1. Definition

The involuntary movement of an employee to a different academic assignment, grade level or subject area shall be considered an involuntary transfer.

2. Notice

Except in emergency circumstances, at least three (3) weeks notice of an involuntary transfer or reassignment shall be given in writing to the affected employee.

3. Effective Date

The effective date of an involuntary transfer shall correspond to the first day of a new grading period when possible, unless the Administration deems deferral to such date of transfer detrimental to the educational welfare of the students.

4. Meeting and Appeal

An involuntary transfer or reassignment shall be made only after a meeting between the employee involved and an Association representative on request of the employee and the Superintendent, at which time the employee shall be given written reason(s) therefore.

C. Extracurricular Determination

When two (2) or more employees desire the same extracurricular position and skill, ability, qualifications, and subject matter competence are equal in the judgment of the Administration, seniority will prevail in the making of the assignment.

SECTION 10 INSURANCE

A. Types

The District agrees to provide all eligible employees the following paid insurance:

1. Health, Major Medical and Benefits

Each employee shall be covered by a health insurance program (single person coverage) maximum cost of seven thousand seven hundred eighty-eight dollars (\$7,788.00) per employee per year. There will be eighty dollars (\$80.00) per month applied toward family coverage or nine hundred sixty dollars (\$960.00) a year. Those using single coverage only shall have their thirty dollars (\$30.00) or three hundred sixty dollars (\$360.00) paid in one (1) sum of three hundred sixty dollars (\$360.00) minus the school's cost of IPERS and Social Security. This check will be paid in their May payment.

2. School Liability

All employees shall be covered by a District financed liability insurance covering job-related performance of duties.

3. Dental

Each employee shall be covered by a dental insurance program (single person coverage) maximum cost of one hundred sixty-three dollars and thirty-two cents (\$163.32) per employee per year.

4. Disability

Each employee shall be covered by a long-term disability insurance program which provides a monthly benefit equal to sixty percent (60%) of salary with offsets, a maximum monthly benefit of one thousand five hundred dollars (\$1,500.00), and an elimination period of accumulated sick leave of ninety (90) consecutive calendar days, whichever is greater.

5. Life

Each employee shall be covered by a term life insurance program paid for by the District that provides a minimum death benefit of twenty thousand dollars (\$20,000.00), with double indemnity for accidental death.

B. Coverage

The District provided insurance programs shall be for twelve (12) consecutive months starting July 1 and ending on the following June 30.

1. Annuities will not be paid on the Dental, Life, Vision or Disability insurance programs if the employee elects not to take this coverage.

2. Employees not working full-time who want insurance coverage will have a percentage of the premium paid for equal to percentage of time they work for the District for their contract year.
3. All terms and conditions of insurance coverage provided including eligibility for coverage, coverage period, and dates of premium payments necessary for such coverage shall be determined by the insurance carrier.
4. The District shall have the right at any time to procure the insurance referred to in this section from any reputable insurance company. If the District changes the insurance carrier, the Association shall have the right to be notified of the change in carrier. The terms, coverage, and benefit provisions of the insurance will be comparable to the policy that was in effect at the commencement of the previous school year. This paragraph shall not apply to paragraph A2 above, School Liability.

C. Continuation

In the event that an employee, absent because of illness or injury, has exhausted sick leave accrual, the above-mentioned benefits shall continue throughout the balance of the school year if the employee is otherwise eligible to receive these benefits as determined by the insurance carrier.

D. Descriptions

The District shall provide the employees a description of the insurance coverage provided herein within six (6) weeks of the beginning of the school year or date of employment, which shall include a description of conditions and limits of coverage as provided above. The District will be responsible for providing insurance information in the form of applications and enrollment meetings.

SECTION 11 SAFETY PROVISIONS

A. Employee Facilities and Equipment

1. Employee Equipment

Employees shall be responsible for the proper use and care of all clothing, equipment, and devices provided to the employee. Employees replacing any clothing, equipment or devices must return the used item to be replaced.

2. Protection of Employees

It will be the District's responsibility to determine on a District-wide or building basis any conditions that might prove unsafe or hazardous for the health, safety or

wellbeing of employees. All employees will report to their immediate supervisor any unsafe conditions or equipment.

B. Protection of Employees

1. Use of Reasonable Force

An employee may, within the scope of his/her employment, use and apply such amount of force as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil for the purpose of self-defense, and for the protection of persons or property.

2. Assault of an Employee

a. Legal Assistance

The District shall give legal support and other assistance as is deemed reasonable by the District for any assault upon the employee while acting in the discharge of employee's duties.

b. Leave

When absence arises out of or from such assault or injury, the employee shall be assisted in an application for worker's compensation and other benefits for the period of such absence.

c. Reimbursement for Personal Property Damage

The District shall reimburse employees for the reasonable cost of any clothing or other personal property lost, damaged or destroyed during an assault while the employee was acting in the discharge of the employee's duties within the scope of his/her employment.

d. Reporting Assaults

Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal and provide documentation therefore. The principal will assist in an investigation.

3. Bomb Threats

In all cases where a District official is notified of a bomb threat, the affected building or buildings shall be closed by the Administration and all students

evacuated until such time as a thorough search reveals the bomb or the lack thereof. No employee shall be asked or required to search for a bomb.

SECTION 12 EMPLOYEE EVALUATION PROCEDURES

- A. Within four (4) weeks after the beginning of each school year, employees shall be acquainted by a member of the Administration with the evaluation procedure to be employed.
- B. During the first two (2) years of employment with the District, all beginning employees will participate in Tier I of the Professional Staff Evaluation System. Employees may be assigned to Tier I for an additional year by their evaluator. Written notification of this decision will be provided to the employee by March 30. The evaluation process shall consist at a minimum of two (2) formal observations each year before March 30. Each formal observation shall consist of a formal pre-observation conference and a post-observation conference. On or before May 10 of Year Two, the Comprehensive Evaluation Summative Evaluation Form (CESEF) must be submitted to the Superintendent and placed in employee's personnel file. This written evaluation must include the Administrator's licensure recommendation for the employee or a recommendation for continued participation in the District's mentoring and induction program. This continuing participation shall not exceed one (1) year. Any written rebuttal must be submitted in writing to the evaluator within seven (7) working days following the summative evaluation.
- C. Tier II is for licensed employees who have a regular teaching license and are not in Tier III. Employees who have a regular teaching license but are new to the District are placed in Tier II, but will be assigned a colleague for nine (9) weeks. Tier II employees will be evaluated on a three (3) year cycle. Tier II employees will submit a Career Development Plan and an Individual Career Development Plan on or before the end of the first quarter each year. These will be reviewed with the evaluator during Year One and Year Two of the three (3) year cycle. Tier II employees will complete a Summary Report on or before May 1 of Year One and Year Two and on or before the end of the third quarter of Year Three. At a minimum of one (1) formal observation shall occur during Year Two. This observation shall include a pre-observation and post-observation conference. Tier II teachers in Year Three of the cycle will participate in a Career Performance Review with the evaluator at the end of Year Three. This review will be based on the employee's overall performance in meeting the Iowa Teaching Standards and Criteria, the Career Development Plan, and the Individual Development Plan. This Career Performance Review will be submitted to the Superintendent by the evaluator by May 15.
- D. When the Administrator determines, at any time, the employee is not meeting one or more of the following: 1) District expectations under the Iowa Teaching Standards 1 – 7 and Criteria (Standard 8 is excluded) or 2) the Individual Career Development Plan the

Administrator shall recommend to the Superintendent that the employee participate in an Intensive Assistance Plan. The process may begin at any time but is not to exceed six (6) months. The review of the employee in intensive assistance shall be made by the evaluator. At the conclusion of the designated timeframe, one (1) of the four (4) recommendations shall be made: 1) the problem is resolved and the staff member is removed from intensive assistance; 2) progress is noted, the timeline is extended, but may not exceed an additional six (6) months (i.e., the total duration of the plan will not exceed twelve (12) months according to Iowa law) and work continues in the assistance phase; 3) the problem is not resolved and/or inadequate progress is noted and action will be taken by the District to terminate the employee's contract or 4) the employee will be issued a one year non-renewable contract. The intensive assistance program and its implementation are not grievable.

- E. All formal evaluation of classroom performance of an employee shall be conducted openly and with full knowledge of the employee.
- F. This section deals with but a single method of employee evaluation (i.e., evaluation of employee classroom performance). Nothing in this section is to be construed as precluding evaluation of employees by any other means whatsoever as deemed appropriate by the Administration.
- G.
 - 1. Each employee shall have the right to review the contents of his/her personnel file.
 - 2. The employee shall have the right within five (5) school days of receipt of a copy to respond to all materials contained in said file and to any materials to be placed in said file in the future. Such employee responses shall become part of said file.
 - 3. Any complaints directed toward an employee which are placed in the employee's personnel file are to be promptly called to the employee's attention.
- H. The employee shall have the right to reproduce any of the contents of the employee's personnel file at the employee's expense.
- I. An employee may grieve the substance of an evaluation through section 3 of this handbook as being arbitrary or capricious, provided the employee received an overall unsatisfactory rating. A probationary employee may not grieve an evaluation during probation.

SECTION 13 REDUCTION OR REALIGNMENT OF STAFF

A. Notification

If the District is contemplating the layoff of any employee(s), it will so notify the Association and the affected employees in accordance with the Iowa Code. Such notice

will be in writing and will include the specific position(s) to be affected and the reasons for the proposed action.

B. Layoffs

1. When in the final judgment of the District, decline in enrollment, reduction of program, budgetary reasons or any other reason requires reduction in staff among the employees, the Administration shall attempt to accomplish the reduction by attrition. If it cannot be accomplished by attrition alone, the District shall give notification of the layoff to the least senior employee in that position in the following categories: Grades Pre-K-8; Grades 7-12 within each subject category.
2. An employee who is notified of layoff will have the right to displace any less senior employee whose work he/she is certified to perform. Written notice of intent to exercise this right must be given to the Superintendent, with a copy to the Association within three (3) days after an employee is notified of layoff. Within three (3) days after the employee gives such notification, the Superintendent will notify the less senior employee that he/she is to be displaced.
3. An employee who displaces another employee will be placed on the proper step of the salary schedule for the new position according to his/her experience and education and will retain all accrued benefits.
4. An employee who is to be displaced according to paragraph 2 above will have the same displacement rights in relationship with his/her less senior employees.
5. Extra-curricular assignments shall not be a criterion of District programs under these procedures unless failure to consider the same shall affect the ability of the District to continue to maintain such extra-curricular activity as a District program in accordance with District standards.

C. Seniority

Seniority will be computed from an employee's most recent date of hire in the District.

D. Recall

1. If there is a vacancy in a position, laid off employees who are certified to perform the work in question will be recalled in the order of the employee with the most seniority being recalled first.

2. If a laid off employee has displaced another employee or has been recalled to a position other than that held immediately prior to layoff, the employee will remain eligible for recall in accordance with the provisions of paragraph 1 above.
3. Any employee reemployed by exercising their recall rights shall maintain all unused accumulated sick leave and shall be placed on the proper step of the salary schedule. An employee on recall shall not accrue any sick leave, benefits or experience on the salary schedule.
4. The District's offer to an employee with recall rights shall be in writing and sent by certified mail to the employee's last known address. It shall be the responsibility of each employee on staff reduction to keep the District advised of his/her current address. The employee shall accept or reject the position by certified mail to the Superintendent within ten (10) calendar days of the mailing of the notice and shall agree to assume the position within twenty (20) calendar days or all recall rights are forfeited.
5. An employee who is laid off will remain on the recall list for two (2) years after the effective date of layoff unless the employee waives recall rights in writing.

SECTION 14 SUPPLEMENTAL PAY

A. Extra-Curricular Activities

1. Approved Activities

The District and the Association agree that the extra-curricular activities listed in section 18 are official school-sponsored activities covered by present District insurance.

2. Rates of Pay

Employee participation in extra-curricular activities which extend beyond the regularly scheduled in-school day shall be compensated according to the rate of pay or other stipulation in section 18.

3. Additional Approved Activities

The supplemental pay schedule shall be negotiated each year for the present activities and any additional activities approved by the District during the previous year. In the event an activity is added during the school year, the District may determine the salary for that year.

4. Ticket Takers

Non-paid ticket takers for basketball games, volleyball games, plays, variety shows, and musicals will be assigned on a rotating basis. They shall be entitled to

a faculty member and spouse/guest pass for free admittance to all District activities.

B. Expenses of Traveling Employees

1. Employees who may be requested to use their own vehicles in the performance of their duties shall be reimbursed for all such travel at the rate of thirty cents (30¢) per mile.
2. The same mileage allowance will be paid for use of personal vehicles for field trips or other District business only if employees are requested to use their own vehicles.
3. The same mileage allowance will be paid for employees traveling between cooperating Districts on a one-half (1/2) of a one way basis and methods of payment established.

SECTION 15 WAGES AND SALARIES

A. Schedule

The salary of each employee covered by the regular salary schedule is set forth in sections 16 and 17.

B. Placement on Salary Schedule

1. Adjustment to Salary Schedule

Each employee shall be placed on his/her proper step of the salary schedule.

2. Credit for Experience

The District shall grant the following credit for prior teaching experience from a duly accredited school:

- a. Five (5) years credit for a BA lane employee.
- b. Six (6) years for an employee qualifying for a BA+ lane.
- c. Seven (7) years for an employee qualifying for a MA lane.
- d. The District may grant additional steps for teaching experience beyond that set forth above.

3. One (1) step of credit on the salary schedule may be applied at the District's discretion. This credit will not be allowed if other existing experience is applied under paragraph B.2. above.
4. In areas where the District has difficulty in hiring new employees the District shall have the discretion to structure a signing bonus up to a maximum of three thousand dollars (\$3,000) to be paid over a three (3) year period in addition to the employee's placement on the salary schedule.

C. Advancement on Salary Schedule

1. Increments

Employees on the regular salary schedule shall be granted an increment or vertical step on the schedule for each year of service until the maximum for their educational classification is reached. A year of service shall constitute at least ninety (90) school days or one (1) full semester during the year.

2. Educational Lanes

Employees on the regular salary schedule who move from one (1) educational lane to a higher educational lane shall move to the corresponding eligible step on the higher lane. For an employee to advance from one (1) educational lane to another, he/she shall file suitable evidence of additional educational credit with the Superintendent no later than fifteen (15) days after the beginning of the school year.

D. Longevity Payment

A longevity increment of five hundred dollars (\$500.00) for BA+24 lane and seven hundred fifty dollars (\$750.00) for MA and eight hundred dollars (\$800.00) for MA+15, MA+24, MA+32 lanes will be paid to qualified employees. Employees become qualified when they have been paid at the top step of the BA+24 and above lanes for three (3) years. The increment becomes payable the fourth year. Longevity will continue if an employee makes a lane change but no step change.

SECTION 16 COMBINED SALARY SCHEDULE

	BA	BA + 12	BA+24	MA	MA+15	MA+24	MA+32
Total Step 1	\$35,294.19	\$36,705.96	\$38,117.73	\$39,529.49	\$40,941.26	\$42,353.03	\$43,764.80
Total Step 2	\$36,705.96	\$38,117.73	\$39,529.49	\$40,941.26	\$42,353.03	\$43,764.80	\$45,176.56
Total Step 3	\$38,117.73	\$39,529.49	\$40,941.26	\$42,353.03	\$43,764.80	\$45,176.56	\$46,588.33
Total Step 4	\$39,529.49	\$40,941.26	\$42,353.03	\$43,764.80	\$45,176.56	\$46,588.33	\$48,000.10
Total Step 5	\$40,941.26	\$42,353.03	\$43,764.80	\$45,176.56	\$46,588.33	\$48,000.10	\$49,411.87
Total Step 6	\$42,353.03	\$43,764.80	\$45,176.56	\$46,588.33	\$48,000.10	\$49,411.87	\$50,823.63
Total Step 7	\$43,764.80	\$45,176.56	\$46,588.33	\$48,000.10	\$49,411.87	\$50,823.63	\$52,235.40
Total Step 8	\$45,176.56	\$46,588.33	\$48,000.10	\$49,411.87	\$50,823.63	\$52,235.40	\$53,647.17
Total Step 9	\$46,588.33	\$48,000.10	\$49,411.87	\$50,823.63	\$52,235.40	\$53,647.17	\$55,058.94
Total Step 10	\$48,000.10	\$49,411.87	\$50,823.63	\$52,235.40	\$53,647.17	\$55,058.94	\$56,470.71
Total Step 11	\$49,411.87	\$50,823.63	\$52,235.40	\$53,647.17	\$55,058.94	\$56,470.71	\$57,882.47
Total Step 12	\$50,823.63	\$52,235.40	\$53,647.17	\$55,058.94	\$56,470.71	\$57,882.47	\$59,294.24
Total Step 13			\$55,058.94	\$56,470.71	\$57,882.47	\$59,294.24	\$60,706.01
Total Step 14			\$56,470.71	\$57,882.47	\$59,294.24	\$60,706.01	\$62,117.78
Total Step 15			\$57,882.47	\$59,294.24	\$60,706.01	\$62,117.78	\$63,529.54
Total Step 16				\$60,706.01	\$62,117.78	\$63,529.54	\$64,941.31

Supplemental Pay is generated off of base which is \$32,000.00

Hiring Step - The District may hire new teachers with no prior teaching experience up to Step 4 of the salary schedule, but no employee may be placed higher on the seniority list than the employee's experience allows.

SECTION 17 COMBINED SALARY SCHEDULE AND SUPPLEMENTAL SCHEDULE -
ACCOUNTING AND DISTRIBUTION

	BA	BA + 12	BA+24	MA	MA+15	MA+24	MA+32
Salary	\$32,000.00	\$33,280.00	\$34,560.00	\$35,840.00	\$37,120.00	\$38,400.00	\$39,680.00
TSS	\$3,294.19	\$3,425.96	\$3,557.73	\$3,689.49	\$3,821.26	\$3,953.03	\$4,084.80
Total Step 1	\$35,294.19	\$36,705.96	\$38,117.73	\$39,529.49	\$40,941.26	\$42,353.03	\$43,764.80
Salary	\$33,280.00	\$34,560.00	\$35,840.00	\$37,120.00	\$38,400.00	\$39,680.00	\$40,960.00
TSS	\$3,426.96	\$3,557.73	\$3,689.49	\$3,821.26	\$3,953.03	\$4,084.80	\$4,216.56
Total Step 2	\$36,705.96	\$38,117.73	\$39,529.49	\$40,941.26	\$42,353.03	\$43,764.80	\$45,176.56
Salary	\$34,560.00	\$35,840.00	\$37,120.00	\$38,400.00	\$39,680.00	\$40,960.00	\$42,240.00
TSS	\$3,557.73	\$3,689.49	\$3,821.26	\$3,953.03	\$4,084.80	\$4,216.56	\$4,348.33
Total Step 3	\$38,117.73	\$39,529.49	\$40,941.26	\$42,353.03	\$43,764.80	\$45,176.56	\$46,588.33
Salary	\$35,840.00	\$37,120.00	\$38,400.00	\$39,680.00	\$40,960.00	\$42,240.00	\$43,520.00
TSS	\$3,689.49	\$3,821.26	\$4,084.80	\$4,216.56	\$4,216.56	\$4,348.33	\$4,480.10
Total Step 4	\$39,529.49	\$40,941.26	\$42,353.03	\$43,764.80	\$45,176.56	\$46,588.33	\$48,000.10
Salary	\$37,120.00	\$38,400.00	\$39,680.00	\$40,960.00	\$42,240.00	\$43,520.00	\$44,800.00
TSS	\$3,821.26	\$3,953.03	\$4,084.80	\$4,216.56	\$4,348.33	\$4,480.10	\$4,611.87
Total Step 5	\$40,941.26	\$42,353.03	\$43,764.80	\$45,176.56	\$46,588.33	\$48,000.10	\$49,411.87
Salary	\$38,400.00	\$39,680.00	\$40,960.00	\$42,240.00	\$43,520.00	\$44,800.00	\$46,080.00
TSS	\$3,953.03	\$4,084.80	\$4,216.56	\$4,348.33	\$4,480.10	\$4,611.87	\$4,743.63
Total Step 6	\$42,353.03	\$43,764.80	\$45,176.56	\$46,588.33	\$48,000.10	\$49,411.87	\$50,823.63
Salary	\$39,680.00	\$40,960.00	\$42,240.00	\$43,520.00	\$44,800.00	\$46,080.00	\$47,360.00
TSS	\$4,084.80	\$4,216.56	\$4,348.33	\$4,480.10	\$4,611.87	\$4,743.63	\$4,875.40
Total Step 7	\$43,764.80	\$45,176.56	\$46,588.33	\$48,000.10	\$49,411.87	\$50,823.63	\$52,235.40
Salary	\$40,960.00	\$42,240.00	\$43,520.00	\$44,800.00	\$46,080.00	\$47,360.00	\$48,640.00
TSS	\$4,216.56	\$4,348.33	\$4,480.10	\$4,611.87	\$4,743.63	\$4,875.40	\$5,007.17
Total Step 8	\$45,176.56	\$46,588.33	\$48,000.10	\$49,411.87	\$50,823.63	\$52,235.40	\$53,647.17
Salary	\$42,240.00	\$43,520.00	\$44,800.00	\$46,080.00	\$47,360.00	\$48,640.00	\$49,920.00
TSS	\$4,348.33	\$4,480.10	\$4,611.87	\$4,743.63	\$4,875.40	\$5,007.17	\$5,138.94
Total Step 9	\$46,588.33	\$48,000.10	\$49,411.87	\$50,823.63	\$52,235.40	\$53,647.17	\$55,058.94
Salary	\$43,520.00	\$44,800.00	\$46,080.00	\$47,360.00	\$48,640.00	\$49,920.00	\$51,200.00
TSS	\$4,480.10	\$4,611.87	\$4,743.63	\$4,875.40	\$5,007.17	\$5,138.94	\$5,270.71
Total Step 10	\$48,000.10	\$49,411.87	\$50,823.63	\$52,235.40	\$53,647.17	\$55,058.94	\$56,470.71
Salary	\$44,800.00	\$46,080.00	\$47,360.00	\$48,640.00	\$49,920.00	\$51,200.00	\$52,480.00
TSS	\$4,611.87	\$4,743.63	\$4,875.40	\$5,007.17	\$5,138.94	\$5,270.71	\$5,402.47
Total Step 11	\$49,411.87	\$50,823.63	\$52,235.40	\$53,647.17	\$55,058.94	\$56,470.71	\$57,882.47
Salary	\$46,080.00	\$47,360.00	\$48,640.00	\$49,920.00	\$51,200.00	\$52,480.00	\$53,760.00
TSS	\$4,743.63	\$4,875.40	\$5,007.17	\$5,138.94	\$5,270.71	\$5,402.47	\$5,534.24
Total Step 12	\$50,823.63	\$52,235.40	\$53,647.17	\$55,058.94	\$56,470.71	\$57,882.47	\$59,294.24
Salary			\$49,920.00	\$51,200.00	\$52,480.00	\$53,760.00	\$55,040.00
TSS			\$5,138.94	\$5,270.71	\$5,402.47	\$5,534.24	\$5,666.01

Total Step 13	\$55,058.94	\$56,470.71	\$57,882.47	\$58,294.24	\$60,706.01
Salary	\$51,200.00	\$52,480.00	\$53,760.00	\$55,040.00	\$56,320.00
TSS	\$5,270.71	\$5,402.47	\$5,534.24	\$5,666.01	\$5,797.78
Total Step 14	\$56,470.71	\$57,882.47	\$59,294.24	\$60,706.01	\$62,117.78
Salary	\$52,480.00	\$53,760.00	\$55,040.00	\$56,320.00	\$57,600.00
TSS	\$5,402.47	\$5,534.24	\$5,666.01	\$5,797.78	\$5,929.54
Total Step 15	\$57,882.47	\$59,294.24	\$60,706.01	\$62,117.78	\$63,529.54
Salary		\$55,040.00	\$56,320.00	\$57,600.00	\$58,880.00
TSS		\$5,666.01	\$5,797.78	\$5,929.54	\$6,061.31
Total Step 16		\$60,706.01	\$62,117.78	\$63,529.54	\$64,941.31

Supplemental Pay is generated off of base which is \$32,000.00

Hiring Step - The District may hire new teachers with no prior teaching experience up to Step 4 of the salary schedule, but no employee may be placed higher on the seniority list than the employee's experienced allows.

SECTION 18 SUPPLEMENTAL PAY FOR EXTRA-CURRICULAR ACTIVITIES

Years of Experience	\$32,000.00 Base	Base Salary is same as salary schedule	
1st year	1.00	\$	32,000.00
2nd year	1.02	\$	32,640.00
3rd year	1.04	\$	33,280.00
4th year	1.06	\$	33,920.00
5th year	1.08	\$	34,560.00
6th year	1.10	\$	35,200.00
7th year	1.12	\$	35,840.00
8th year	1.14	\$	36,480.00
9th year	1.16	\$	37,120.00
10th year	1.18	\$	37,760.00
11th year	1.20	\$	38,400.00
12th year	1.22	\$	39,040.00

The following supplemental activities will have their percentage of pay applied to the appropriate step of the above schedule based upon years of experience with 12 years being the maximum allowed:

Basketball/Without Assistant (2 Positions)	10.00% / 12.00%
Junior Varsity Basketball (2 Positions)	7.00%
Track (2 Positions)	7.00%
Assistant High School Track	4.9%
Golf (2 Positions if more than 15 participants)	6.00%
Volleyball	8.50%
Assistant Volleyball	6.00%
Cross Country	5.00%
Football	10.00%
Assistant Football	7.00%
Cheerleading Sponsor	3.50%
Junior High Basketball (can be 4 positions – 2% increase if only 1 coach per)	5.50% per position
Baseball/Without Assistant	10.00%/12.00%
Junior Varsity Baseball	7.00%
Softball/Without Assistant	10.00%/12.00%
Junior Varsity Softball	7.00%
Junior High Track (2 Positions – 2% increase if only 1 coach)	3.00%
Junior High Volleyball (can be 2 positions – 2% increase if only 1 coach)	4.50% per position
Junior High Softball (can be 2 positions – 2% increase if only 1 coach)	4.50% per position
Junior High Baseball (can be 2 positions – 2% increase if only 1 coach)	4.50% per position
Junior High Football (can be 2 positions – 2% increase if only 1 coach)	4.50% per position
Musical/Plays	4.00% Per Event
Speech	6.00%
Dance Team	4.00%
The following percentages will be applied to the first step of the B.A. Schedule:	
Band	8.50%
Vocal Music	8.00%
Junior High Band	4.00%
Annual	6.00%
High School Student Council	4.00%
Junior High Student Council	4.00%
Elementary Student Council	2.00%
Junior Class Sponsor (2 Positions)	2.00%

Clubs (7 Positions)	2.00%
Chaperone.....	3.00%
Peer Counseling (1 Positions).....	2.00%
Work Based Learning (1 Position).....	2.00%
Pep Bus Sponsor	\$10.00 Per Night

SECTION 19 GRIEVANCE REPORT

Date Filed

Number

Calamus-Wheatland Community School District

Name of Grievant

1. Association
2. Employee
3. Appropriate Supervisor
4. Superintendent

SECOND STEP

A. Date Alleged Violation Occurred _____

B. Date Informal Discussion Held _____

C. Parties Present at Informal Discussion _____

D. Section(s) of Handbook Violated _____

E. Statement of Grievance _____

F. Relief Sought _____

Signature

Date

G. Disposition of Principal or Immediate Supervisor _____

Signature of Principal or
Immediate Supervisor

Date

H. Disposition Accepted _____, Rejected _____,

Comments _____

Signature

Date

THIRD STEP

A. _____
Signature of Grievant

Date Received by Superintendent

B. Disposition of Superintendent or Designee

Signature of Superintendent/Designee

Date

EMPLOYEE ACKNOWLEDGEMENT FORM

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

I acknowledge this handbook is not a contract of employment. I have received the handbook and I understand it is my responsibility to read and comply with the provisions of this handbook and any revisions made to it.

Employee Name (Printed)

Employee Signature

Date