

**IOWA CITY  
COMMUNITY SCHOOL DISTRICT**

**EMPLOYEE HANDBOOK**

**YOUTH AND FAMILY DEVELOPMENT  
GROUP**

**2011-2012**

It is the policy of the Iowa City Community School District not to discriminate on the basis of race, creed, color, religion, national origin, gender, age, marital status, sexual orientation, gender identity, veteran status, disability, or socioeconomic status in its educational programs, activities, or employment practices.

If you believe you have (or your child has) been discriminated against or treated unjustly at school, please contact the Equity Director, Ross Wilburn, at 509 S. Dubuque Street, 319-688-1000.

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## **INTRODUCTION**

The work of the Youth and Family Development Group is essential if the mission of the District is to be achieved. The success of the at-risk population that these employees serve, ties in to the core District belief that “all students can and will learn.”

This handbook is written with the intent of providing information in regard to the work of the Youth and Family Development Group.

It is hoped that this information regarding procedures and work rules will lead to a clearer understanding of the staff role and their functions within the school district.

This group of employees uses meet/confer for annual review of salary and benefits. The work of the Youth and Family Development Group include:

- 21<sup>st</sup> Century Building Site Coordinator
- Assistant Director Safe Schools/Healthy Students
- Clinic Coordinator
- Director of Extended Day Programming
- Family Resource Center Director
- Family Resource Center Outreach Coordinator
- Grants Accountant
- Hills Wrap Around Program Supervisor
- Parent as Teacher Staff with Safe Schools/Healthy Students
- Safe Schools Healthy Case Manager
- Safe Schools Healthy Students Coordinator
- Student Advocate
- Youth Development Specialist

## Leaves of Absence

Employees will create an absence *AESOP* by 11:00 p.m. the night of the absence. The expectation is that these timelines will be strictly followed. If extenuating circumstances prevent meeting those timelines, these situations will be handled on a case-by-case basis.

Employees who will be absent due to Emergency, Bereavement, Jury, Personal, Association, and/or Professional Leave are to contact the employee's immediate supervisor.

### A. Accumulative Benefits

Regularly employed personnel shall be granted leaves of absence for personal illness or injury or for follow-up treatment of same. Female employees are entitled to sick leave during the period they are unable to perform regular duties due to a pregnancy and subsequent recovery.

In case of personal illness or injury, the employee shall be granted full pay for ten (10) days the first year, eleven (11) days the second year, twelve (12) days the third year, thirteen (13) days the fourth year, fourteen (14) days the fifth year, fifteen (15) days the sixth year and each subsequent year with a maximum accumulation of one hundred twenty (120) days. When a substitute is normally required, but arrangements have been made with the employee's building principal or designee for coverage of the employee's assignment, sick leave for an acute medical condition may be taken in one-hour increments up to a maximum of two hours per day.

A day of sick leave shall be that of the employee's workday. The minimum unit of sick leave used shall be a half day unless sick leave in one-hour increments for an acute medical condition is used.

Employees who are employed prior to completion of the first semester will be credited with a full ten (10) days of sick leave. Employees who are employed after completion of the first semester will receive five (5) days of sick leave for their first appointment period.

Unused portions of sick leave will be accumulated in the same manner as for regular full time employees.

B. Confirmation

The Board of Directors, as authorized in section 279.40 of the Code of Iowa shall, in each instance, require such reasonable evidence as it may desire confirming the necessity for the leave of absence.

C. Notification of Accumulation

Employees will be notified of accumulated sick leave on their first paycheck received in the contract year.

D. Elective Surgery

Leaves of absence for personal illness shall not be granted for elective surgery which can be deferred to a time other than during the school year.

E. Insufficient Sick Leave Accumulation

The school district provides Worker's Compensation insurance to cover medical treatment for injuries sustained on the job. This insurance also provides loss-of-time benefits when an employee is absent from work for more than seven (7) days due to an on-the-job accident. Other disability benefits are described in the insurance section of this document.

F. Family Illness

All employees shall be granted use of sick leave at full pay for illness of an employee's immediate family, as defined in "Bereavement Leave." A maximum of five (5) days per year shall be allowed for this use and shall be charged against the employee's sick leave accumulation (For additional information, see Temporary Leaves of Absence, Emergency Leave).

G. Emergency Leave

An emergency is an unexpected occurrence or set of circumstances which demand the immediate attention and presence of the employee. Two (2) days of leave with full pay for emergencies may be granted to employees during each school year for the following reasons:

- A. Accident involving his/her property, or the person or property of a member of his/her immediate family (father, mother, son, daughter, husband, wife, brother, sister, son-in-law, daughter-in-law, grandchildren and grandparents of the employee and father, mother, brother, sister and grandparents of the employee's spouse) of such an emergency nature that the immediate presence of the employee is required during his/her working day.
- B. Serious or critical Illness of a member of the immediate family, as defined above, calling for services of a physician and of such emergency nature that the immediate presence of the employee is required during his/her working day.
- C. Other Real Emergencies, not specified above, which require the presence of the employee. Such emergencies shall exclude family illness leave as specified in Sick Leave section. Established criteria to serve as guidelines for the administration of this item shall be made available to each employee at the beginning of the school year upon request.

Approval to be absent for emergency purposes may be granted by the superintendent or his/her designee. Only the superintendent or his/her designee may determine whether the absence qualified as an emergency leave. The employee shall notify his/her principal/supervisor prior to the commencement of emergency leave. Emergency leave may be used in minimums of one (1) hour increments.

#### H. Bereavement Leave

Employees shall be granted a leave of absence at full pay for funerals of immediate family. Absence due to death in the immediate family shall be paid in full not to exceed five (5) days. The immediate family shall be considered to mean: the employee's spouse/domestic partner, and the child, foster child, stepchild, legal ward, son-in-law, daughter-in-law, parent, foster parent, step-parent, father-in-law, mother-in-law, brother, sister, foster brother, step brother, foster sister, step sister, brother-in-law, sister-in-law, grandchild, aunt, uncle, niece, nephew, grandmother, grandfather or great relative in any of the above mentioned categories of the employee or the employee's spouse/domestic partner. The employee shall file with his/her principal/supervisor, a bereavement leave form within three (3) days of their return.

Bereavement leave may commence on the day of the family member's death. If circumstances require bereavement leave be used in non-consecutive days, such use is permissible.

Employees shall be granted one (1) day of paid bereavement leave annually to attend funerals of other relatives or close friends.

I. Bereavement Leave for Funerals of People Associated with the School District

Leave for funerals of people associated with the school district shall be handled in the following manner:

1. Deaths of people currently employed or a student enrolled in the district.  
  
Employees who are in the same building or who worked directly with the deceased employee may be excused for the funeral without any leave being charged against their absence. Other employees may use bereavement leave or emergency leave.
2. Deaths of people who have worked in the district during the past five (5) years, but who are presently not employed by the district.
3. Buildings may send a representative of staff (3-5 people) to the funeral without any leave being charged. All other employees may use bereavement or emergency leave.
4. In other circumstances bereavement or emergency leave may be granted for employees to attend the funeral or spend time with the family.

J. Discretionary Leave Granted By Superintendent

In the event that a life threatening (catastrophic) medical situation (intensive care, final stages of an incurable disease, or incapacitating injury) occurs to an employee's parent, spouse, brother, sister, domestic partner or child the employee may, after exhausting all emergency and other applicable leaves, apply to the superintendent or his/her designee for paid discretionary leave not to exceed 30 contract days in any one school year.

K. Personal Leave

Employees shall be granted two (2) days leave per year for personal business at the discretion of the employee. Employees may carry over two (2) days personal leave to the following school year, for a maximum of four (4) days total.

No personal leave will be granted the day before or the day after Thanksgiving Break, Winter Break, or Spring Break. Immediate supervisors must approve personal days taken the first three weeks or last two weeks of school.

Personal leave must be approved three (3) school days in advance of the leave by the employee's immediate supervisor and by the superintendent or his/her designee. If, through no neglect of the employee, the employee is unable to submit application for personal leave three days in advance, the three day prior approval stipulation may be waived by the approving parties.

Personal leave may be used in minimums of one (1) hour increments. Seven hours of personal leave will constitute one day of personal leave for full time employees. For part-time employee, the number of hours in the employee's work day for which the leave is sought will constitute what is one day of personal leave.

L. Parental Leave

All employees shall be eligible for a parental leave following the birth or adoption of a child. The leave will be charged against accumulated sick leave. Employees will be granted parental leave up to a maximum of five (5) days for the birth of a child and ten (10) days for the adoption of a child. This leave shall not be extended with any other leave except for leave without pay.

M. Professional Leave

Employees may take advantage of professional development opportunities to enhance their work with youth and families. An employee interested in participating in professional development activities (i.e. visiting other schools or programs, attending workshops, conferences, or seminars) shall inform his / her immediate supervisor of when the activity is to occur and to assist with accessing funds for registration fees/expenses.

N. Jury Duty

An employee may be granted leave for jury duty. No deduction from compensation shall be made.

O. Military Leave

A leave of absence will be granted to members of Reserve Forces for reserve training purposes or disaster duty, but not to exceed a total of 30 days in any calendar year.

Employees absent because of military training will receive salary in accordance with State and Federal laws governing the employer's salary obligation to such individuals.

P. Leave Without Pay

An Employee may be granted leave without pay by submitting application for such leave with his/her principal/supervisor and the superintendent or his/her designee. Such application shall be made at least three (3) days in advance of the leave beginning.

Q. Family Medical Leave Act

As per the federal guidelines under the Family & Medical Leave Act of 1993, the Iowa City Community School District agrees to provide eligible employees with twelve weeks of family and medical leave per year. For Physical Plant employees, this is a rolling, twelve month period. For all other employees, this is a contract year. ***This may be paid or unpaid leave, depending upon the employee's allotted/remaining paid leave at the time of the absences.*** Family and Medical Leave is available for the following purposes: for the birth of a child, placement with employee of an adoption or foster care child, to care for the employee's spouse, son, daughter or parent for the serious health condition, employee's own serious health condition.

Serious health condition is defined as any illness, injury, impairment or physical or mental condition that involves in-patient care including any period of incapacity or treatment in connection with such in-patient care or the continuing treatment by a health care provider. If in-patient care is not involved, a serious health condition exists if the employee is incapacitated for more than three calendar days and receives treatment from a health care provider. In addition, a serious health condition can involve continuing treatment for a chronic or long term health condition or prenatal care. Eligible employees include those employed by the Iowa City Community School District for at least twelve months or those who have worked at least 1,250 hours during the twelve month period immediately preceding the commencement of the leave.

The Iowa City Community School District requires that the employee requesting ***Family and Medical Leave Act first exhaust all available paid leave before allowing unpaid leave for the duration of the requested time. This shall include family illness leave, vacation and personal leave.*** The Family and Medical Leave Act will commence on the first day the employee is absent from work as part of one request for family and medical leave relief.

## **HEALTH PROVISIONS**

### **A. Physical Examinations**

It shall be the policy of the Board of Directors of the Iowa City Community School District that all employees specified in accordance with the Department of Education School Rules of Iowa, Chapter 3.4, shall submit to the office of personnel, a certificate from his/her physician stating that the individual has been examined by the physician and found to be free of contagious disease, particularly tuberculosis, and that the individual is physically capable to render service while in no way endangering public health. Physical exams are required every three years as a condition of employment. The Board of Directors agrees to compensate each employee up to forty dollars (\$40) toward the cost incurred in meeting the above public health requirements but not to exceed the total cost of the examination or to establish a district procedure to obtain the necessary physical examination to meet the Department of Education guidelines. The district shall retain the right to select the district-provided physical for employees. If the district chooses to have employees obtain the district provided physical, those employees may still select to obtain the physical from a physician of their choice; however, the district is not responsible for any reimbursement for any associated expenses. Each employee who is required to have a physical shall be notified, in writing, with the issuance of his/her contract. In order to be reimbursed for a physical examination, a "paid" receipt must be submitted to the office of personnel. Reimbursements shall be paid within thirty (30) days of submission.

## **SAFETY PROVISIONS**

### **A. Unsafe and Hazardous Conditions**

The school district shall provide safe conditions of work and special clothing, equipment, and devices as required by applicable state or federal rule or regulation. The district shall notify the building administrator who shall have the responsibility to inform building employees of any testing for hazardous conditions in the building. The district shall make available to the faculty an explanation of the results of any testing done regarding safety in buildings.

### **B. Liability Coverage for Employees**

The Board shall secure and pay premiums for a liability policy for employees which shall provide for the legal defense and coverage of liability claims filed against the employee based upon certain work related activities as provided for in the liability policy.

C. Assault of an Employee

1. Legal Assistance

The Board shall give support including legal and other assistance for any assault upon the employee while acting in the discharge of his/her duties on school property or when supervising school sponsored activities.

2. Leave

The Board of Directors shall grant up to ten (10) days per year of additional sick leave for absences caused by injuries suffered in an unprovoked assault while on school property or while supervising school sponsored activities.

3. Reporting Assaults

Employees shall immediately report to their principal or other immediate supervisor and may report to the police cases of assault suffered by them in connection with their employment. Such notification shall be immediately forwarded to the superintendent by the employee's principal/supervisor.

D. Reimbursement for Personal Property Damage

The Board shall reimburse employees for the reasonable cost of any clothing, eyeglasses, dentures, or personal property damaged or destroyed while the employee is acting in the discharge of his/her duties within the scope of his/her employment.

E. Bomb Threats

In all cases where a school official is notified of a bomb threat, the affected building or buildings shall be evacuated when the proper authorities deem it necessary. No employee shall be required to search for a bomb.

F. First Aid

The Board shall provide in each building trained personnel to ensure the availability of first aid treatment for employees.

G. Disclosure

At the discretion of the superintendent/designee, information will be released to staff if a situation exists in which there is an immediate need for information to avert or diffuse certain unusual conditions or disruptions related to a health or safety emergency (such as criminal acts, weapons, or drug offenses).

## **EQUIPMENT**

A. Equipment

1. The school district shall provide a serviceable desk or workspace, chair, and at least two drawers of file space for use by employees at the designated home school or office. Lockable storage space will be made available at each building.
2. Employees will be given keys to their work stations and may be allowed to have or to check out, with reasonable regulations, keys to the lounge, work area, interior hallway gates, and outside door.
3. Employees may use telephones that shall be available in each school for their local calls.

## **INSURANCE**

A. Medical

Employees with a contract of .75 – 1.00 FTE, the District will provide the District's single health insurance policy. The District will pay 60% of the cost of an individual health insurance policy for an employee with a contract of .50 - .74 FTE. Full time employees that elect to take the District's family insurance would pay the difference between the cost of the District's family premium and the cost of the District's single premium. Part time employees that elect to take the District's family insurance will pay the difference of the cost of the District's family insurance premium and the cost of the District's contribution allotted to part time employees.

B. Dental

Employees have the option of purchasing dental insurance through the district. Dental insurance can only be purchased upon employment or after a life event (i.e. marriage, birth, divorce.)

C. Life

The Board shall select for each full time employee a group life policy in the amount equal to \$40,000 until termination of employment. Each policy will contain an accidental death and dismemberment clause.

D. Disability

The Board shall select for each full time employee a long term group disability insurance plan providing for income protection to age 70. The benefit period shall commence immediately after all accumulated sick leave has been used.

1. Monthly income benefit shall be 70% of covered monthly compensation, less any payments for that month for which the employee is eligible under the Federal Social Security act, a Workers' Compensation act or other similar legislation or under any group plan providing benefits for loss of time from employment.
2. Covered monthly compensation is defined as one-twelfth of annual salary up to the allowable maximum.
3. Once established the monthly income benefits shall not be further reduced by subsequent increases in Social Security benefits.
4. Benefits are not provided for disability due to intentionally self-inflicted injury or war or any act of war.
5. Full time employees shall be eligible for insurance on the first day of employment provided they are less than 64 years and 11 months of age. To be effective, the employee must be actively at work on that date. If not actively at work, the insurance will become effective upon return to active work for a continuous period of at least two weeks. No medical evidence is required.
6. After completion of the qualifying period, no further qualifying period will be required for subsequent periods of total disability which are due to the same or related injury of sickness and separated by less than three consecutive months of active employment.

E. Liability

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

F. Workers' Compensation

The school district shall provide workers' compensation insurance as required by state law. Upon request, the district shall provide a brochure explaining the benefits of Workers' Compensation to all employees. If an employee has an injury on the job, the employee needs to report to the personnel office and complete an incident form.

G. Disclaimer

The District's role is limited to selection of the insurance carrier and the below listed payment of premiums. Any concerns arising from payment of claims are to be handled between the appropriate insurance company and the individual client. In no event, will the District be required to act as the insurer in any claim. Furthermore, the parties understand that all details of policy coverage, eligibility and benefits listed above are set forth in the contract between the school district and the respective insurance carriers.

E. Continuation

Full time employees shall continue to receive all benefits while on sick leave. Employees who no longer qualify for insurance benefits shall be dropped from the program except the medical, dental, and life insurance may be purchased at group rates at the full expense of the individual employee, consistent with policies established by the insurance carrier. The district will comply with all federal and state statute related to insurance coverage for all former employees.

If requested, the district shall provide an employee insurance inservice. A committee composed of representatives of administrators, faculty, and insurance carrier representatives shall plan and present the inservice.

F. Salary Reduction Plan

1. The District will provide a salary reduction plan, under which it will deduct from employees' monthly wages, amounts specified by employees to be applied to:
  - employees' portion of health and major medical insurance premiums;
  - employees' portion of dental insurance premiums;
  - unreimbursed medical expenses; or
  - employees' dependent care expenses.
2. Employees electing to participate in the salary reduction plan will annually execute an election form specifying the amounts to be deducted from their wages by the District.

3. The provisions of this Section are subject to the provisions, terms and conditions of the salary reduction plan and the District's insurance policies and plans.

### **IN-DISTRICT TRAVEL**

Employees shall be reimbursed at the maximum rate allowed by law, for the use of a private automobile in moving from building to building within the district while in the performance of their assigned duties, with the exception of travel to and from work and home.

### **EMPLOYEE WORK YEAR**

#### Work Year

The work year for Youth and Family Development staff shall be one hundred eighty nine (189) days. Extended days will be assigned depending on the nature and funding source of the specific youth and family development program.

Employees will follow the ICCSD school year calendar for vacation days and breaks. A different employment calendar may be negotiated with the employee's immediate supervisor.

### **EMPLOYEE WORK DAY**

#### Work Day

Employees will be scheduled to work eight hours each day with a 30 minute duty-free lunch. Individual schedules are to be arranged with the employee's immediate supervisor. Schedules will be flexible to meet the needs of youth and families.

Employees are to be accountable for their time and location while on duty. When leaving the building, Youth and Family Development staff is to notify their immediate supervisors as to where they are going and expected time of return. Employees shall maintain documentation of contacts with parents, students, other professionals.

### **PERFORMANCE EVALUATION**

All formal evaluations of an employee shall be conducted with full knowledge of the employee and for the purpose of improving professional performance. Employees will be given notice of evaluation before September 30<sup>th</sup> of the year they are to be evaluated and will be given a copy of the instrument that will be used.

All new employees will receive an evaluation from their immediate supervisor during their first year of employment. After the first year, the employee will be evaluated a minimum of every three years.

The evaluation will be organized on how well the employee is fulfilling responsibilities detailed in his / her job description. Evidence will be provided by the employee, as well as observations by the immediate supervisor and other professionals collaborating closely with the employee.

A copy of the evaluation will be given to the employee and a conference shall be held between the employee and the immediate supervisor.

## **TERMS OF EMPLOYMENT**

Members of the Youth and Family Development Group are employed “at will.” Employees may be terminated with two weeks notice.

In the event that the ICCSD determines that employees must be reduced, the following factors may be considered: funding sources, seniority, employee qualifications, and evaluations.

Notice of potential reductions will be given as soon as possible. The ICCSD administration will make the final decision regarding staff reductions.

## **LONGEVITY**

Employees will receive the applicable yearly longevity bonus stated below:

- \$1000 after five (5) years of service.
- An additional \$1000 after ten (10) years of service for a total of \$2,000.
- An additional \$1000 after fifteen (15) years of service for a total of \$3,000.

To count as a year of longevity, the hire date of the employee must be prior to January 1. The bonus will be added to the yearly salary of the employee.