

ORIENT-MACKSBURG COMMUNITY SCHOOL DISTRICT TEACHER HANDBOOK 2024-2025

Employee Handbook Disclaimer

I hereby acknowledge receipt of this Employee Handbook. This Handbook contains important information about my employment, and I understand that it is my continuing responsibility to read, understand, and abide by its contents. I understand that the information, policies, procedures, and benefits described herein are subject to change at any time. I also understand that this Handbook is not an employment contract for any period of employment or for a continuing employment, and that my employment may be terminated in accordance with applicable laws. I have read and understood all of the foregoing statements.

Application of Handbook

Except where a specific provision has been collectively bargained governing the employment relationship, all employees of the District shall be governed by this handbook, Board policies, and administrative procedures, rules, and directives. It is the practice of the District to comply with all applicable laws with respect to payment of wages and benefits to employees, and employment, evaluation, discipline, and discharge of employees.

Management Rights

It is expressly understood that all functions, rights, powers, or authority granted to or necessary in the administration of the school district by law are retained by the Board.

Wages and Supplemental Pay

1. ADJUSTMENTS TO SALARY SCHEDULE. Each employee shall be placed on his/her proper step of the salary schedule.
2. RECERTIFICATION. District will pay for one hour of certification credit at \$75 per hour per year.
3. SUPPLEMENTAL PAY
 - a. Employees covered by this Teacher Handbook shall be compensated in accordance with the Extra Duty Schedule for co-curricular assignments made by the Board of Education.

- b. Employees who give up their prep period to fill in as a substitute shall receive compensation in the amount of \$25 per hour. Employees shall fill out proper forms to receive compensation.
 - c. The faculty will get paid to drive school vehicles to school sponsored academic/athletic extracurricular events with students at \$30 per round trip.
4. EMPLOYEE WAGE PAYMENT. Certified employees shall be compensated in the amounts and at the times specified in their contracts of employment. All Employees shall be required to provide information for automatic bank payment for all payroll. No checks will be issued for payroll.

Employee Benefits

Employees may be provided such benefits as determined by the District.

The District participates in the Iowa Public Employees' Retirement System (IPERS). This defined benefit plan provides a lifetime retirement benefit upon retirement in accordance with a formula based on your age, years of service, and the average of your highest five years of wages. All employees will receive IPERS benefits with the designated percent paid by the school district.

The Board will provide Workers Compensation Insurance for all employees as required by law.

All employees shall be covered by a Board-financed liability insurance program covering job related performance of duties as determined by the insurance carrier. The insurance company and program shall be selected by the Board.

Upon appropriate written authorization from the employee, the District shall deduct from the salary of any eligible certified employee and make appropriate remittance for annuity programs approved by the Board. Any employee participating in the 403b plan shall select a provider from the District's state plan and it shall be the employee's sole responsibility to enter complete required authorizations and to assure that the contribution does not exceed any maximum amounts set by federal or state law.

Eligible certified employees may participate in a group health insurance plan sponsored by the District. The insurance company and program shall be selected by the Board. The insurance program shall be for twelve (12) consecutive months (beginning July 1 and ending June 30) for continuing employees. Employees will select insurance benefits for the upcoming school year during the open enrollment period. A new employee will be enrolled in the District's health care plan on September 1; the Board's contribution to the health plan

premium will not begin until the first of the month following the new employee's first payday. Any changes in coverage will be effective July 1st. If requested in writing, new employees who are under contract for services prior to the start of the effective date of the insurance program may be covered by this insurance if the full premium is paid by the said employee, and if this practice is acceptable to the insurance carrier. Employees on non-paid qualified leave shall have the option to participate in the insurance program by paying the full premium themselves if this practice is acceptable to the insurance carrier.

The Board will provide at a minimum of \$10,000.00 Group Life Insurance policy for each eligible employee.

For each certified employee meeting carrier eligibility requirements, the Board will pay single insurance for employee health and major medical insurance at a monthly rate of \$577.00 for 2024-25. Coverage will be comparable to the coverage in effect during the immediate previous school year. Employees who work less than one-half (1/2) time shall not be eligible for any School District contribution. Employees will have the option of purchasing family insurance at their cost above the monthly \$577.00 rate. Married couples both employed by the District may apply their portion of insurance coverage toward the purchase of a family plan (for a monthly total of \$1,154.00). The District's contribution toward the insurance premium will change on the effective date of the new premium rates, which is July 1st. An employee on an unpaid leave of absence approved by the Board shall have the option to continue to participate in the health and major medical insurance program by paying the premium himself/herself prior to the billing due date. The Board will inform the employee of the billing due date and the amount of the premium at the time of the commencement of the leave and the time of any change.

Any employee who, prior to June 30, 2017, waived health insurance by the District because of providing proof of health coverage elsewhere and who previously received a tax-sheltered annuity, shall be entitled to a monthly cash payment of \$320.00 for 2024-25. If the employee later chooses to take the insurance, that employee may not thereafter return to the cash payment option. Any new employees hired will not be offered the cash payment in lieu of insurance.

Employees will be given the opportunity to purchase vision and/or dental insurance at their own expense through the district's carrier, if available. Vision and/or dental will be made available at the beginning of each new school year.

Descriptions of Board-approved insurances shall be available to employees as required by law and subject to availability from the insurance carrier.

Employee Assignment

Employees shall perform duties as assigned by the District. Certain assignments beyond the regular employment duties of all employees are essential to the successful operation of a total school program within a comprehensive school system and may be required.

Each certified employee shall be given written tentative notification of his/her grade level assignment and/or subject assignments for the forthcoming year not later than June 1.

Each certified employee shall be assigned up to four (4) assignments per year as listed in the Activities Work Schedule without additional compensation. An attempt will be made to assign all employees an equal number of assignments. In the event that an employee is required to work more than four (4) assignments per year, the employee upon request, shall be paid twenty-five (\$25) dollars per additional assignment.

Certified employees who are on an extended contract shall receive additional compensation at the rate of 1/190th of his/her annual salary per diem. The contract will be negotiated by the contract holder and the superintendent upon Board approval. In the event that an employee on an extended contract has to be "docked," the amount subtracted for such withholding shall be computed at the rate of 1/190th of his/her annual salary per diem.

Reduction and Realignment of Employees

When in the sole, exclusive and final judgment of the Board, declining enrollment, reduction of programs, financial constraints, or any other reason requires reduction in staff, the administration shall attempt to accomplish the same by attrition. In the event necessary reduction in staff cannot be adequately accomplished by attrition given the necessity to hire and/or maintain the most competent and qualified staff available in the interests of perpetuating the highest quality education program possible, the administration shall base its decision as to resulting contract renewals on the following criteria:

- Job performance and relevant work experience, skills, and abilities
- Current job assignment and certifications/endorsements or other relevant authorizations
- Years of continuous employment in District
- Other factors deemed relevant by the Board

Unless necessary to maintain an existing program, employees with emergency or temporary certification shall be released first.

The termination of an employee under these staff reduction procedures shall be conducted in accordance with the requirements of Iowa Code Chapter 279. Employees terminated under a staff reduction will be invited to interview for any positions within their certification area for a period of four (4) years from the date of termination if such request, in writing, is made known to the Superintendent of Schools within thirty (30) days from the time the employee received notification of termination, and shall be responsible for notifying the Business Manager by May 15th each of the four years to remain on the list.

All employees on recall will be offered a position on the substitute teacher list. All benefits to which the employee was entitled at the time of his/her layoff, including, but not limited to unused accumulated sick leave, will be restored to the employee upon his/her return to active employment and the employee will be placed on the proper step of the salary schedule for the employee's experience and education at the time of recall.

Discipline and Discharge

All employees shall perform their assigned duties cooperatively and competently and in accordance with District policies, rules, regulations, and directives. All employees are also expected to obey the laws, to adhere to professional ethics, and to abstain from behavior which adversely affects their job performance or the performance of others.

Employees may be subject to disciplinary sanctions for circumstances which include, but are not limited to, failure to meet performance expectations, neglect of duties, breach of expected behavior, insubordination, and/or other failure to comply with Board policy and rules or applicable laws. Disciplinary sanctions which may be imposed include, but are not limited to, verbal or written warnings or reprimands, disciplinary probation, disciplinary reassignment, disciplinary suspensions, and/or discharge from employment. The nature and duration of the disciplinary sanction shall depend upon the seriousness of the offense and any extenuating or exacerbating circumstances.

The employment contracts of certified employees may be terminated as provided by Iowa Code Chapter 279. Non-certified employees may be terminated immediately for cause, or at any time by giving 30 days written notice.

The District, pursuant to Iowa Code Sections 22.15 and 22.7(11), advises that information placed in an employee's personnel record as a result of disciplinary action may become a public record, including the fact that an employee was discharged, demoted or resigned in lieu of being discharged, in addition to any documentation showing the reason or rationale for the discharge, demotion or resignation in lieu of discharge.

Transfer of Employees

First consideration for vacancies shall be given to present employees who are qualified to fill the vacancies, then to laid-off employees who are qualified to fill the vacancies and finally, to new applicants. If a present employee is not awarded the position, the employee will be given a written notification stating that the position has been filled and a statement of reason.

In the event that the Superintendent or designee determines that an involuntary transfer is necessary, the Superintendent shall give written notice to the affected employee as soon as practicable. An involuntary transfer assignment shall be made after a meeting between the employee involved and the Superintendent or designee, at which time the employee shall be advised of the reasons for the transfer. Certifications/endorsements, skill, ability, successful teaching experience, and professional preparation will be considered when determining what employee(s) shall be subject to transfer.

Evaluation of Employees

All employees shall be subject to ongoing evaluation of their job performance.

The District shall provide a system of professional development and evaluation for all teachers which conforms to the Iowa Teacher Quality Statute. This evaluation system includes: comprehensive evaluation for all beginning teachers at the end of their second year of teaching, individual career development plans for career teachers, performance reviews at least once every three years for career teachers, and intensive assistance for career teachers not meeting one or more of the Iowa Teaching Standards.

Supervision of Students

Employees covered by the Teacher Handbook are expected to assume responsibility for supervision of students during the school day. This would include hallways, loading and unloading buses, playground, and other out-of-classroom activities as designated by the principal.

Employee Work Year and Hours

The school calendar shall be approved by the Board. Staff suggestions on items concerning the school calendar, including professional development training, may be submitted to the superintendent.

The workday shall consist of no more than eight (8) consecutive hours per day. The workday shall begin no earlier than 30 minutes before the first class of the day starts, when employees will be at workstations within their assigned attendance center and available to assist students and shall end no later than 30 minutes after the end of the school day. Employees shall be allowed to leave their building at the close of the student day when the employee's participation at a subsequent school sponsored activity later in the day is required, but the employee shall not leave sooner than fifteen (15) minutes after the students leave. On days preceding holidays and/or vacation periods and Fridays, or on days of inclement weather, the workday shall end at the departure of the students from the individual attendance centers. Inclement weather includes heat and mechanical failures; when **all** students have left, staff gets to leave as well. On days of late starts due to inclement weather, the employee's workday shall begin thirty (30) minutes before the adjusted arrival time of the students. Special adjustments to work hours may be made by the administration for open house, parent-teacher conferences, school improvement activities, and other such activities.

Employees may have later arrival times or earlier departure times for personal reasons on an individual basis at the sole discretion of the appropriate school administrator(s). Employees working less than full-time shall work consecutive hours mutually agreed by the employee and employer.

All employees shall have a duty-free lunch period of at least twenty (20) consecutive minutes except when on assigned non-teaching supervision duty. Such non-teaching supervision duty will be assigned equally, so far as is practicable. Employees may leave the building without permission during their regularly scheduled duty-free lunch period.

Full-time employees shall be provided the following minimum preparation time during the hours of instruction:

- high school, one (1) period. If an eight-block scheduling system (or four blocks each day) is used in grades 6 through 12, one preparation period per each eight blocks will be provided for each full-time certified employee.
- middle school, one (1) period.
- elementary school, thirty (30) minutes.

School Travel

For any employee whom we routinely share with another school district, the Orient-Macksburg Community School District will, when available, provide a car for that employee to use when traveling from O-M to the other shared district. The school district's vehicle **shall** be used if available. If a car is not available, O-M will pay mileage from O-M or the

teacher's residence, whichever is shorter distance, at the rate set annually by the School Board.

Health and Safety

Employees may be required to submit to a post-offer, pre-employment medical examination and such other examinations required or authorized by law, at the cost of the District. The District may discharge an employee determined to be unfit to perform the duties assigned in accordance with law.

The District shall make reasonable provisions for the health and safety of employees while performing services related to employment. Employees are encouraged to be alert for unsafe conditions/practices and to report them immediately to the appropriate supervisor or principal. Employees shall abide by and help enforce District health and safety rules. Employees will be held responsible for the reasonable use and care of materials, equipment and devices provided to them.

An employee who, within the scope of his/her employment, is injured or has property destroyed during the contract work day shall immediately report the incident to the supervisor or principal. The District shall reimburse employees for the reasonable cost of personal items (i.e. watch, glasses, or articles of clothing) damaged or destroyed during the incident.

Employee Grievances

An employee may file a grievance Employees shall follow the complaint procedures set forth below.

- **First Step:** An attempt shall be made to resolve any grievance in informal verbal discussion between complainant and his or her principal.
- **Second Step:** If the grievance cannot be resolved informally, the aggrieved employee shall file a grievance in writing, and, at a mutually agreeable time, discuss the matter with the principal. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the Handbook alleged violated, and shall state the remedy requested. The filing of the formal, written grievance at the second step shall be within ten (10) school days from the date of the occurrence of the event giving rise to the grievance. The principal shall make a decision on the grievance and

communicate it in writing to the employee and the superintendent within ten (10) school days after receipt of the grievance.

- Third Step: 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 at the second step, a copy of the grievance with the superintendent. Within five (5) school days after such written grievance is filed, the aggrieved and the superintendent or his/her designee shall meet to resolve the grievance. The superintendent or his/her designee shall file an answer within ten (10) school days of the third step grievance meeting and communicate it in writing to the employee and the principal. The decision of the superintendent or his/her designee shall be final.

Whenever a grievance has been filed at such a time that it cannot be processed through all the steps of the procedure herein so as to be resolved by the end of the school year or occurs during the summer, all grievance procedure time lines referring to school days will revert to calendar days excluding Saturdays, Sundays, and holidays until the grievance is fully processed or school commences.

Non-Discrimination Statement

Students, parents, employees, and others doing business with or performing services for the Orient-Macksburg Community School District are hereby notified that this district does not illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socio-economic status (for programs) in its educational programs and employment practices.

Dan Grandfield has been designated to serve as the district's Equity Coordinator to ensure compliance with district policies. There is a grievance procedure for processing complaints of discrimination that is available in the district office and website. If you have a question or complaint related to compliance with this policy, contact Dan Grandfield or contact the Director of the Office for Civil Rights by mail (U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475 Chicago, IL 60662-7204), phone (312-730-1560), fax (312-730-1576), or email (OCR.Chicago@ed.gov).

2024-2025 Hiring Document

2024-2025: Base Salary – \$36,000.00

2024-25 Hiring Document

0-12 Years of Experience - \$47,500 includes Base Salary, TSS, and TLC funds

13 or More Years of Experience - \$60,000 includes Base Salary, TSS, and TLC funds

Teachers who are over the minimum received a 3% increase in their previous base salary

APPENDIX A

ORIENT-MACKSBURG COMMUNITY SCHOOL DISTRICT EXTRA-DUTY SCHEDULE 2024-2025

Schedule B	2024/2025	
Activity Director	Activity Director	\$5,871.00
Annual	Annual Advisor	\$1,751.00
Basketball	Assistant Girls Basketball	\$2,060.00
Basketball	Head Girls Basketball	\$3,090.00
Basketball	Bookkeeper	\$278.10
Basketball	JH Boys Basketball	\$1,442.00
Basketball	JH Girls Basketball	\$1,442.00
Basketball	Assistant Girls Basketball	\$2,060.00
Class Sponsor	Junior Class Sponsor	\$1,730.40
Class Sponsor	Junior Class Sponsor	\$1,730.40
Cross Country	Head Cross Country (JH and HS)	\$3,090.00
FFA (Pending)	FFA Sponsor	\$2,781.00
Softball (Hold)	Assistant Softball	\$2,060.00
Softball (Hold)	Head Softball	\$3,090.00
Softball (Hold)	Bookkeeper	\$278.10
Speech	Speech	\$1,236.00
Student Council	Student Council Sponsor/ NHS	\$1,751.00
Track	JH Track	\$1,442.00
Track	Head Boys/Girls Track	\$3,090.00
Volleyball	JH Volleyball	\$1,442.00
Volleyball	Head Volleyball	\$3,090.00
Volleyball	Assistant Volleyball	\$2,060.00

Orient-Macksburg teachers need to obtain board approval on a case-by-case basis before accepting any supplemental contracts from another district. If a coach does not have an assistant, the head coach will get half of assistant coach pay.

Approved April 15, 2024