

Woodward-Granger All Staff Handbook 2026-2027

Board Approved: July 13, 2026



BUILDING FUTURES ONE
STUDENT AT A TIME THROUGH A
SUPPORTIVE CULTURE OF HIGH EXPECTATIONS

Table of Contents

PART 1 Provisions Applicable to ALL STAFF	5	3.18 Financial Controls and Oversight	17
SECTION 1. DEFINITIONS	5	3.19 Fraud and Financial Impropriety	18
1.01 Definitions	5	3.20 Gambling	18
1.02 General Personnel Policies	6	3.21 Gifts & Sale of Goods and Services	19
SECTION 2. EMPLOYMENT LAW	6	3.22 Honesty	19
2.01 Equal Opportunity	6	3.23 Investigations	19
2.02 Equal Opportunity Complaint Procedures	6	3.24 Licensure/Certification/Trainings	20
2.03 Fair Labor Standards Act	7	3.25 Nepotism	20
2.04 Family and Medical Leave Act (FMLA)	7	3.26 Operators of District Vehicles, Mobile Equipment and Persons Who Receive Travel Allowances or Mileage Reimbursement	21
2.05 Discrimination & Harassment	7	3.27 Outside Employment	21
2.06 Sexual Harassment	9	3.28 Personal Appearance/Staff Dress Code	22
2.07 Discrimination and Harassment Complaint Procedures	10	3.29 Personal Property & Employee Work Spaces	22
SECTION 3. GENERAL EMPLOYMENT PRACTICES	11	3.30 Personnel Records	22
3.01 District Expectations	11	3.31 Personnel/ Student Relations	23
3.02 Academic Calendar	11	3.32 Physical Examination	23
3.03 Accident & Incident Reports	12	3.33 Political Activity	23
3.04 Attendance	12	3.34 Position Descriptions	24
3.05 Bulletin Boards	12	3.35 Solicitations, Non-School Sponsored	24
3.06 Child Abuse Reporting	13	3.36 Teamwork	24
3.07 Communications (Electronic)	13	3.37 Wellness	24
3.08 Confidentiality	14	3.38 Employee (Whistleblower) Protection	25
3.09 Conflict of Interest	14	3.39 Workplace Safety	25
3.10 Contracts & Conflict of Interest	14	3.40 Violence/Bullying in the Workplace	27
3.11 Copyright	14	SECTION 4. GRIEVANCE PROCEDURE	28
3.12 Criminal Background Checks/Charges/Convictions for Active Employees	15	4.00 Procedures	28
Obligation to Report Criminal Record	15	4.01 Definitions	28
3.13 District Property	15	4.02 Purpose	29
3.14 Drug, Alcohol & Tobacco-Free Workplace	15	4.03 Individual Freedom Clause	29
3.15 Emergency CRISIS Procedures	17	4.04 Limitations	29
3.16 Employee Identification Badges	17	4.05 Procedures	29
3.17 False Reports	17	4.06 Year-End Grievance	31
		4.07 Miscellaneous	31

4.08 Filing at Level Three	31	10.12 Uniformed Service Leave	39
SECTION 5. PAY PERIODS	31	10.13 Part-time Employees	40
5.01 Payroll Cycle	31	SECTION 11. BENEFITS	41
5.02 Payroll Dates	32	11.01 Cafeteria Plan/Flexible Spending Account	41
5.03 Definitions for Payroll Purposes Only	32	11.02 COBRA Law Continuation of District Health Plan Participation	41
SECTION 6. EXPENSE REIMBURSEMENT	32	SECTION 12. WORK STOPPAGE/STRIKE	43
6.01 Mileage Reimbursement	32	SECTION 13. CONFORMITY TO LAW	43
SECTION 7. WORKER'S COMPENSATION	33		
7.01 Worker's Compensation Coverage & Reporting Responsibilities	33	PART II STAFF WITH INDIVIDUAL CONTRACTS UNDER & PROFESSIONAL/EXEMPT NON-SUPERVISORY	43
7.02 Benefits While on Workers' Compensation	33	SECTION 14. PROFESSIONAL HOURS/WORKDAY	43
7.03 Injuries Not Covered by Worker's Compensation	33	14.01 Normal Hours of Work	43
SECTION 8. SICK LEAVE	33	14.02 Flexibility Clause	43
8.01 Sick Leave Earned	33	14.03 Meetings	44
8.02 Sick Leave Use	33	14.04 Requirement to Remain Current	44
8.03 Sick Leave Accumulation	34	14.05 Attendance at School Events	44
8.04 Sick Leave & Long-term or Short-term Disability	34	14.06 Consultation with Parents	44
8.05 Unused Sick Leave	35	14.07 Emergency School Closures	45
8.06 Reporting Procedure /Doctor's Certificate	35	SECTION 15. TEACHER SUPERVISION & EVALUATION	45
8.07 Holidays during Sick Leave	35	15.01 General Provisions	45
8.08 Sick Leave Summary	35	15.011 New Teacher Probation	45
SECTION 9. JURY DUTY LEAVES	35	15.02 Number of Observations	45
9.01 Jury Duty Leave	35	15.03 Notification	46
9.02 Employee Notice of Jury Leave	36	15.04 Procedure	46
9.03 Payment for Time Out on Jury Duty	36	15.05 Conference	46
SECTION 10. LEAVES	36	15.06 Signature	46
10.01 Emergency Leave	36	15.07 Observation without Notice	46
10.02 Bereavement Leave	36	15.08 Employee Summative Evaluation	47
10.03 Business/Personal Leave	36	15.09 Personnel File	47
10.04 Sick Leave	37	15.10 Complaints Against Employees	47
10.05 Adoption leave	38	15.11 Evaluation Review	47
10.06 Association or Professional Leave	38	15.12 Supportive Assistance Plan	47
10.07 Absence without Pay	38	15.13 Peer Review	48
10.08 Leaves of Absence	39	SECTION 16. MENTORS	49
10.09 Extended Leave	39	16.01 Mentors	49
10.10 Good Cause	39	16.02 Mentor Compensation	49
10.11 Special Leave	39	16.03 Dissolving Mentoring Relationships	49

SECTION 17. ASSIGNMENTS, VACANCIES AND TRANSFERS	49	20.11 Other Payroll Deductions	60
17.01 Teacher Assignments, Vacancies and Transfers	49	SECTION 21. POST-EMPLOYMENT BENEFITS	60
17.02 Extended Contracts	50	21.01 Sick Leave Payment	60
SECTION 18. EDUCATION COMPENSATION	50	21.02 Health Insurance	60
18.01 Educational Advancement	50	PART III Non-Exempt Staff Without Individual Contracts (I.E. WGSSA, Classified Staff)	61
18.02 - TLC - Supplemental Contracts	51	SECTION 22. HOURS OF WORK AND WORK SCHEDULE	61
18.03 Curriculum Planning Projects and Other Projects within the Scope of Employment	51	22.01 Contract/Letter of Appointment	61
18.04 Overloads/Prep Time	51	22.02 Starting and Ending Times	61
18.05 Summer School	52	22.03 Regular Work Week	61
18.06 Distribution of Funds	52	22.04 Part-time Employees	61
Section 18A. WAGES AND SALARIES	52	22.05 Additional Hours & Overtime Approval	62
18.01A Schedule	52	22.06 Compensatory Time Off	62
18.02A Method of Payment	53	22.07 Lunch Period	62
18.03A Extra Assignment & Extended Contract	54	22.08 Breaks	63
18.04A School Nurse	55	22.09 Emergency School Closings	63
18.05A School Nurse Credit	55	22.10 Emergency School Closing Employee Options if Day/Time is Not Made Up	63
18.06A Ticket Taking	55	22.11 Call-In Pay	63
18.07A Staff Development Pay	56	22.12 Attendance at Meetings	64
18.08A Summer School	56	SECTION 23. ASSIGNMENTS, VACANCIES & TRANSFERS	64
SECTION 19. REDUCTION IN FORCE, POSITIONS & HOURS	56	23.01 Job Posting	64
19.01 Reasons for Reduction in Force	56	23.02 District Ability to Select the Most Qualified Applicant	64
19.02 Notice of Reduction	56	SECTION 24. PAID VACATION	64
19.03 Selection for Reduction Steps	56	24.01 Notice	64
SECTION 20. INSURANCES	57	24.02 Scheduling of Vacation	64
20.01 Hospital/Major Medical Insurance	57	24.03 Vacation Accumulation	65
20.02 Workers' Compensation and School Liability	59	24.04 Payment upon Termination/Transfer to a Position Not Eligible for Vacation	65
20.03 Disability Insurance	59	24.05 Holidays during Vacation	65
20.04 Coverage	59	SECTION 25. HOLIDAYS	65
20.05 Continuation	59	25.01 Holiday Pay Eligibility	65
20.06 Group Term Life Insurance	59	25.02 Holidays Defined	66
20.07 Dental	59	25.03 Holidays Falling on Weekends	66
20.08 Letter of Understanding	59	25.04 Holidays Falling on Student Contact Days	66
20.09 Iowa Public Employee Retirement Contributions (IPERS)	60	25.05 Holidays During Vacation	67
20.10 Dues Deductions	60		

SECTION 26. COMPENSATION	67	32.01 Educational Incentive, Graduate Credit Reimbursement	73
26.01 Schedules	67	32.02 Professional Dues	73
26.02 Placement on the Salary Schedule	67	32.03 Cell Phone	73
26.03 Advancement on the Salary Schedule	69	32.04 Mileage	73
26.04 Advancement	67	SECTION 33. INSURANCE	73
26.05 Out-of-Classification Pay	67	33.01 Insurances	73
26.06 Activity and Field Trip Bus Driving	68	SECTION 34. HOLIDAYS AND VACATIONS	74
26.07 Method of Payment	68	34.01 Holidays	74
26.08 Final Pay	68	34.02 Vacation	74
26.09 Summer Pay Stubs	68	SECTION 35. POST EMPLOYMENT BENEFITS	74
26.10 Staff Development	68	35.01 Sick Leave Accrual	74
SECTION 27. JOB-RELATED TRAINING AND LICENSURE	68	35.02 Health Insurance	75
27.01 In-Service Training	68	PART V Co-Curricular	75
27.02 Staff Development	68	SECTION 36. ATHLETIC & ACTIVITY ASSIGNMENTS	75
SECTION 28. EMPLOYEE EVALUATIONS	69	36.01 Contract	75
28.01 Evaluation	69	36.02 Payments	75
28.02 Procedures & Instruments	69	36.03 Work Schedule	75
28.03 Frequency	69	36.04 Evaluation of Co-Curricular Assignments	75
28.04 Receipt of Evaluation	69	36.05 Volunteers	76
28.05 Comments, Disputes	69	36.06 Co-Curricular Pay Stipends	76
28.06 Evaluators	70	PART VI SUBSTITUTE EMPLOYEES	76
SECTION 29. RESIGNATION FROM EMPLOYMENT	70	SECTION 37. ALL SUBSTITUTE EMPLOYEES	76
29.01 Notice of Termination of Employment	72	37.01 Pre-Employment Requirements	76
SECTION 30. INSURANCES	70	37.02 Identification Badges	76
30.01 Hospital/Major Medical Insurance	70	SECTION 38. SUBSTITUTE TEACHERS	76
30.02 Workers' Compensation and School Liability	72	38.01 Licensure and/or Permit	77
30.03 Disability Insurance	72	38.02 Training and Evaluation	77
30.04 Coverage	72	38.03 Assignment and Professional Responsibilities	77
30.05 Continuation	72	38.04 Dismissal/Removal from Substitute List	78
30.06 Group Term Life Insurance	72	38.05 Continued Substitute Employment	78
30.07 Dental	72	38.06 Miscellaneous Provisions	78
Part IV Administrators	73	38.07 Substitute Teacher Pay Schedule	79
SECTION 31. EVALUATION	73		
31.01 Evaluation	73		
SECTION 32. PROFESSIONAL COMPENSATION AND INCENTIVES	73		

PART 1 Provisions Applicable to ALL STAFF

SECTION 1. DEFINITIONS

1.01 Definitions

Administrative Employees: Administrative Employees are defined as persons who are required to have a contract under the Iowa Board of Educational Examiners at <http://www.boee.iowa.gov/require.html>, and are designated as administrative personnel designated by the District.

Associate Employees: Are defined as persons who do not work specifically with special education students and may be assigned to specific classrooms, programs or jobs programs (i.e. library, nursing, custodian etc.). These employees may work a full fiscal year or a school calendar year.

1:1 Associate Employees: Are defined as persons who work specifically with special education students as indicated by an individual education plan and whose employment is subject to termination with the loss of his/her student and/or a change in the student's IEP status.

Regular Full-time Employee: Regular full-time employees are defined as individuals who work a minimum of 40 hours per week for a school year or more.

Regular Part-time Employee: Regular part-time employees are defined as anyone who works less than 40 hours per week for a school year or more.

Exclusions: A regular full-time or regular part-time employee does not include substitute employees as defined in this section.

Seasonal/Summer School Employees: Seasonal employees are those employees who are hired for a specific period of time usually related to the seasonal needs of the District. A summer school employee is defined as an employee who is hired to work for the District during the summer school session. Summer school session is defined as the supplemental educational program offered for District students pursuant to Department of Public Instruction rules and regulations.

If seasonal/summer school session employment is available, the District may offer seasonal/summer school employment to the applicable qualified regular school year employees. The District is free to seek applicants from outside the district to perform the work and, if needed, to contract for summer services.

The terms and conditions of employment for seasonal/summer school sessions shall be established by the District at the time of hire. Unless specifically set forth by the District at the time of hire, work performed by a

regular employee during a seasonal or summer school session shall not be used to determine eligibility or contribution for any benefits, length of service or wage/salary levels.

Substitute Employees: Substitute Employees are defined as persons hired to replace a regular employee during the regular employee's leave of absence, vacancy of a position, or as needed for supplemental help.

Supervisor: The District will identify the individual employee's supervisor on the employee's job description.

Teacher: Full-time teachers are defined as persons hired under a contract under Iowa law and regulations.

1.02 General Personnel Policies

This Employee Handbook is subservient to and does not supersede the provisions set forth in District policies. District policies related to personnel and employment matters can be found on the District's website at <https://wghawks.school>.

SECTION 2. EMPLOYMENT LAW

2.01 Equal Opportunity

The District does not discriminate on the basis of sex and prohibits sex discrimination in all education programs and activities operated by the district, as required by Title IX, including in admission and employment.

Inquiries about the application of Title IX to the district may be referred to the district's Title IX coordinator Rebekka Maass, Director of Special Education and Programs, (515) 999-8022, rebekkamaass@wghawks.school, 1904 State Street, Granger, IA 50109, the Office of Civil Rights, or both.

The district's Title IX Nondiscrimination policy and grievance procedures are located in electronic format within the district's policy reference manual, accessible through the district's website. For questions locating this policy please contact the Board Secretary.

Individuals wishing to report conduct that may constitute sex discrimination and/or make a complaint of sex discrimination should contact the district's Title IX Coordinator Rebekka Maass, Director of Special Education and Programs, (515) 999-8022, rebekkamaass@wghawks.school, 1904 State Street, Granger, IA 50109.

2.02 Equal Opportunity Complaint Procedures

The District encourages the informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the District. Please call (515) 438-4263 for information regarding the District's complaint procedure.

2.03 Fair Labor Standards Act

Certain types of workers are exempt from the minimum wage and overtime pay provisions, including bona fide executive, administrative, and professional employees who meet regulatory requirements under the Fair Labor Standards Act [FLSA]. For non-exempt employees, issues concerning overtime, compensatory time off and minimum wage are found in section 27 of this document. For questions call or email WG Business Manager Matt Crooks at (515)999-8022 or at mattcrooks@wghawks.school.

2.04 Family and Medical Leave Act (FMLA)

The District provides leave in compliance with state and federal Family and Medical Leave laws. Specific information about the federal law is included below. Any other leaves of absence provided under District policies run concurrently with any leaves taken under state or federal Family and Medical Leave laws. For questions call or email WG Business Manager Matt Crooks at (515)999-8022 or at mattcrooks@wghawks.school.

Notification of Benefits and Leave Rights: The District shall post the text of a required federal notice regarding federal FMLA employee entitlements and obligations where notices to employees and applicants are customarily placed: (See 29 U.S.C. § 2619(a); 29 C.F.R. § 825.300(a)(1). In addition, as required by federal law, a copy of the notice is included in Appendix C to this Handbook and can also be viewed at this link: <http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>

Eligibility Notice. When an employee requests FMLA leave, or when the District acquires knowledge that an employee's leave may be for an FMLA-qualifying reason, the District must notify the employee of the employee's eligibility to take FMLA leave within five business days, absent extenuating circumstances. See 29 C.F.R. § 825.300(b). For questions call or email WG Business Manager Matt Crooks at (515)999-8022 or at mattcrooks@wghawks.school.

Rights and Responsibilities Notice. The District must provide written notice outlining the specific obligations of an employee eligible for federal FMLA, which explains any consequences of not meeting those requirements. See 29 C.F.R. § 825.300(c). The District uses a form created by the U.S. DEP'T OF LABOR, Notice of Eligibility and Rights & Responsibilities (FMLA), to provide this information. A copy of a blank version of this form can be viewed at: <http://www.dol.gov/whd/fmla/finalrule/WH381.pdf> For questions call or email WG Business Manager Matt Crooks at (515)999-8022 or at mattcrooks@wghawks.school.

Designation Notice. The District also uses a form created by the Department of Labor to —inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA. U.S. DEP'T OF LABOR, Designation Notice (Family and Medical Leave Act). A copy of a blank version of this form can be viewed at: <http://www.dol.gov/whd/forms/WH-382.pdf> For questions call or email WG Business Manager Matt Crooks at (515)999-8022 or at mattcrooks@wghawks.school.

2.05 Discrimination & Harassment

The most productive and satisfying educational environment is one in which education is accomplished in a spirit of mutual trust and respect. In such an environment, harassment of employees for any reason has no place. Harassment is a form of discrimination, which is offensive, impairs morale, undermines the integrity of

the employment relationship, and causes serious harm to the productivity, efficiency, and stability of the educational institution. Furthermore, harassment is illegal and is prohibited by state and federal law. Harassment may be subtle, and manipulative and may not always neatly fit into a legal definition. Harassment is often rooted in power and the harasser, through his/her behavior, often assumes a superior stance over the victim.

The School District of Woodward- Granger prohibits its employees from any actions or words, which can be construed as sexual or other illegal harassment, and considers such actions or words to be a violation of the District's Equal Employment Opportunity Policy and work rules. Furthermore, the District prohibits retaliation against employees for filing complaints about discrimination and/or harassment for participating in the investigation of such complaints. Harassment of either employees or students will not be tolerated. The School District of Woodward-Granger will investigate alleged harassment in a responsible and timely manner and address allegations of harassment. Violations of this policy will not be tolerated and may result in discipline, up to and including discharge.

In general, harassment means persistent, unwelcome, unwanted, and deliberate conduct or actions, which are directed toward an individual because of the individual's age, ancestry, color, national origin, race, religion, creed, handicap, disability, marital status, sex or sexual orientation, or other protected status. Sexual harassment is one kind of harassment. Harassment exists whenever:

1. Submission to harassing conduct is made a term or condition of an individual's employment, either explicitly or implicitly;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
3. The conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of harassment may fall into the following categories:

Verbal – including, but not limited to: jokes, insults; unsolicited remarks; innuendoes; using ethnic or racial slurs; whistling; cat calls; commenting on a person's body, anatomy or disability; asking about one's sexual life, preferences or history; turning work discussions into sexual topics.

Nonverbal – including, but not limited to: gestures; staring; following or blocking a person; standing close or brushing up against a person, etc; giving an unsolicited massage, hug or pat .

Environmental – including, but not limited to: the display (meaning materials visible to other employees and/or the public) or the circulation of written materials or pictures degrading to any employee or group of employees.

Conditions of employment – including, but not limited to: unfair treatment regarding training, scheduling, performance evaluation, discipline, promotion, or transfer of work assignment.

Administrators are agents of the District, and the District is presumed responsible for actions or inactions by its administrators. In addition to maintaining a harassment-free environment for their staff and students, administrators must ensure their own behavior is above reproach. If an administrator has any questions or is unclear about whether a particular activity constitutes harassing behavior, the administrator has a

responsibility to consult with his/her supervisor. Any person who believes he/she has been subject to harassment in violation of this policy may file a complaint in accordance with established District procedures. For questions call or email WG Superintendent Mark Lane at (515)999-8022 or at marklane@wghawks.school .

2.06 Sexual Harassment

The school board acknowledges all regulations, requirements, and responsibilities defined by state and federal laws regarding sexual harassment.

Sexual harassment is a form of misconduct, which undermines the integrity of the district’s employment and academic relationships. All employees and students must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment does not refer to occasional compliments. It refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which therefore interferes with the working or learning effectiveness of its victims and their peers. Individuals who experience sexual harassment should make it clear that such behavior is offensive to them and may process a complaint pursuant to this policy. Sexual harassment includes all actions described in applicable state and federal laws and may include actions such as sex-oriented verbal kidding or abuse; subtle pressure for sexual activity; sexual contact as defined by statutes; demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats concerning an individual’s employment or academic status.

Sexual harassment is a prohibited action when it results in discrimination for or against an employee or student on the basis of conduct not related to their working or learning performance. Such practices would include any job-related or academic action that is based upon an individual’s acceptance of, resistance to or refusal of sexual overtures. This form of sexual harassment may be more difficult for employees or students to cope with when individuals offer or threaten to use the power of their position to control, influence or affect the career, salary or job of another employee or academic status of a student in exchange for sexual favors. Individuals who instigate sexual harassment are subject to disciplinary action, including suspension, demotion or discharge.

It is possible for sexual harassment to occur at various levels; among peers or co-workers, between supervisors and subordinates, between employees and students or imposed by non-employees on employees and/or students. In fulfilling the District’s obligation to maintain a positive and productive working and learning environment, the District will make every effort to halt any harassment of which they become aware by calling attention to this policy or by more direct disciplinary action, if necessary.

Any person who believes he/she has been subject to sexual harassment in violation of this policy may file a complaint with the complaint officer who has been designated by the District Administrator or with the District Administrator directly. Notice of this policy and applicable complaint procedure shall be given in

accordance with legal requirements to employees, parents and students. All sexual harassment complaints will be promptly and thoroughly investigated and appropriate action will be taken. There shall be no retaliation against anyone who files a complaint under this policy or assists in the investigation of such complaint.

2.07 Discrimination and Harassment Complaint Procedures

Any employee, volunteer or applicant for employment who believes that the District or any part of the school organization has in some way violated the District's equal opportunity employment policy or any applicable state or federal nondiscrimination or harassment law may bring forward a complaint to the Superintendent via call or email (515)999-8022 or at marklane@wghawks.school.

In the event the complaint is against this person, the complainant may be brought forward to the School Board Secretary Matt Crooks by calling 515-999-8022 or by e-mail mattcrooks@wghawks.school.

Informal Procedure

The person who believes he/she has a valid basis for a complaint shall discuss the concern with the Building Principal, or his/her designee, who shall in turn investigate the complaint and reply to the complainant in writing within ten (10) business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed.

Formal Complaint Procedure

Step 1: A written statement of the complaint shall be prepared by the complainant and signed by the complainant. This complaint shall be presented to the Building Principal or his/her designee. The Building Principal shall investigate the matters of the complaint and reply in writing to the complainant within five (5) business days.

Step 2: If the complainant wishes to appeal the decision, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (10) business days after receipt of the Building Principal's reply. The Superintendent shall meet with all parties involved, make a decision regarding the complaint, and respond in writing to the complaint within ten (10) business days.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the school board secretary who will take the issue to the Board of Directors within ten (10) business days of his/her receipt of the district administrator's response in Step 2. In an attempt to resolve the complaint, the school board shall meet with the concerned parties and their representatives within twenty (20) business days of such an appeal. A copy of the board's disposition of the appeal shall be sent by the board secretary to each concerned party within ten (10) business days of this meeting.

An employment discrimination complaint may be filed under the Iowa Fair Employment Law and/or under Federal Laws. Complaints are made to the Iowa Department of Workforce Development Equal Rights Division, the Office of Civil Rights or the Equal Employment Opportunity Commission.

At any time, complainants, volunteers or employees may also file a complaint with the U.S. Department of Education's Office for Civil Rights at the following address:

Chicago Office for Civil Rights
U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661

Telephone: (312) 730-1560; FAX: (312) 730-1576; TDD: (877) 521-2172

Email: OCR.Chicago@ed.gov

Maintenance of Complaint Records

The maintenance of complaint records is recommended for the purpose of documenting compliance. Records should be kept for each complaint filed according to state record retention laws and, at a minimum should include:

1. The name and address of the complainant and his/her title or status
2. The date the complaint was filed
3. The specific allegation made and any corrective action requested by the complainant.
4. The name and address of the respondents.
5. The levels of processing followed, and the resolution, date and decision-making authority at each level.
6. A summary of facts, and evidence presented by each party involved.
7. A determination of the facts, statements of the final resolution, and the nature and date(s) of any corrective or remedial action taken.
8. Director of Special Education and Pupil Services will maintain complaint records.

SECTION 3. GENERAL EMPLOYMENT PRACTICES

3.01 District Expectations

The District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional, respectful and courteous attitude toward other employees, parents, students, administrators, and Board members. The District expects employees to comply with all applicable Board policies, work rules, job descriptions, and legal obligations. Violation of any policies, regulations and guidelines may result in disciplinary action, up to and including termination of employment.

3.02 Academic Calendar

The school calendar shall be determined by the Board. The determination of the structure of the days, e.g. instructional, in-service, workdays, etc. shall be at the discretion of the Board. For the current academic calendar, please see the District's website.

3.03 Accident & Incident Reports

All accidents/incidents occurring on District property, school buses or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal/immediate supervisor instantly. Reports should cover property damage as well as personal injury. Accident report forms can be found in each respective building's nurse's office and must be submitted to the building principal within twenty-four (24) hours or the next scheduled District workday, as appropriate. In the event of a work-related accident or injury, please see the Worker's Compensation section of this Handbook.

3.04 Attendance

The District expects employees to make every effort to be present for work. Employees are expected to adhere to their assigned schedules. In order for the schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Breaks and meal periods may only be taken during times designated by the employee's supervisor/building administrator and as further specified in other parts of this Handbook. Any deviation from assigned hours must have prior approval from the employee's supervisor/building administrator.

Employees who are unable to report to work shall follow the applicable procedures by calling the building secretary for reporting his/her absence.

All other staff need to report absences to the direct supervisor/designee no less than one hour prior to their scheduled work time. Any time spent not working during an employee's scheduled day must be accounted for with the building secretary/direct supervisor using the appropriate reason(s). The District will monitor attendance and absence patterns. Theft of time and/or improper modification of time worked records will be investigated and may result in disciplinary action up to and including termination. Failure to notify the District of an absence and failure to report to work on such day could result in disciplinary action up to and including termination. Failure to return to work the day following the expiration of an authorized leave of absence may result in termination of employment.

3.05 Bulletin Boards

The Employer shall provide a bulletin board as a limited forum for employees to post professional development information and other apolitical literature that is directly connected to employment at the District and is consistent with District policy and applicable law. All distributed and posted materials shall always be professional in approach, shall not contain any derogatory comments about staff, parents, students or board members and shall not be in contravention of any District policy or law. The building administrator must be provided a copy of all posted material at the time of the posting. The building administrator and/or his/her designee shall be allowed to remove material from the bulletin board(s) at his/her discretion.

3.06 Child Abuse Reporting

All Woodward-Granger Community School District employees are obligated to report child abuse or neglect. If you as a District employee have reasonable cause to suspect that such abuse has occurred to a child that you come in contact with, you have a legal duty to report the abuse or neglect. Additionally, employees have a legal duty to report any threats of abuse or neglect that have occurred.

Please contact the building-level administrator with fact-specific questions regarding whether a report needs to be filed with the proper authority. The District will keep such information confidential and will not make any employment decision based on a District employee's decision to come forward with such an inquiry.

Statewide Abuse Hotline: 800-362-2178

E-mail: CDalla01@dhs.state.ia.us

3.07 Communications (Electronic)

Staff and guests have the privilege to access the district's computer network, including Internet, to gather information, do research and improve communication skills through technology for legitimate educational purposes. Users should keep in mind that when they use the district's computer system (including Email) that their actions and communications may be identified as those of the Woodward-Granger Community School District.

The use of the school district's technology and access to the Internet is a privilege, not a right. Users will be held responsible for their actions when using the system.

Users must abide by all local, state and federal laws prohibiting theft, copyright infringement, insertion of viruses into computer systems, vandalism and unlawful and prohibited intrusions. Unacceptable uses will result in suspension or revocation of user privileges and/or other disciplinary actions. User activity that may indicate a violation of law could be disclosed to law enforcement or other third parties without prior consent. Demonstrated intent to violate this policy may be considered the same as an actual policy violation. (i.e. proof that someone was making an attempt to —hack into the system but was unsuccessful).

Communication over district networks is not considered private. Network supervision and security maintenance may require monitoring of directories, messages, or Internet activity. Network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use. The district reserves the right to access stored records, files, or E-mails in cases where there is reasonable cause to expect wrong-doing or misuse of the system. These requests will only be carried out under the direction of the superintendent or his/her designee. The district has software and systems that monitor and record computer usage. Therefore, the district reserves the right from time to time to review computer activity and analyze usage patterns to assure that the district's technology resources are devoted to maintaining the highest standards of educational benefit and employee productivity.

3.08 Confidentiality

Pupil information employees obtain as the result of their employment with the District is confidential and protected by law unless such information has been designated as pupil directory data as set forth in Board policy. The law and respect for our students require that student issues are only discussed with employees and parents who need to know the information. In addition to student information, confidentiality is expected in other areas, including employee or District business information. Any requests for District records shall be referred to the appropriate administrator.

3.09 Conflict of Interest

A conflict of interest is defined as any judgment, action or relationship that may benefit an employee or another party the employee is affiliated with because of the employee's position with the District.

Employees are asked to avoid outside activity that may compete or be in conflict with the best interests of the District. Employees must disclose to their immediate supervisor information of any transaction that may be considered a conflict of interest as soon as they know the facts. No employee may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she has as ownership or employment interest.

3.10 Contracts & Conflict of Interest

No employee may negotiate or bid for, or enter into a contract in which the employee has a private pecuniary interest, direct or indirect if, at the same time, the employee is authorized or required by law to participate in the employee's capacity as an employee in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on the employee's part.

No employee may, in the employee's capacity as an employee, participate in the making of a contract in which the employee has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on the employee's part.

3.11 Copyright

The District has adopted a copyright policy as stated in the WGEA (Article VII) and WGSSA Master Contracts.

Any employee who develops any work that could receive a copyright or patent, such as computer software, will maintain all rights and royalties to that work, except in those instances where the District directs or sponsors the individual developing the work, in which case a contract will be agreed upon by the employee and the District establishing terms concerning the rights and royalties.

3.12 Criminal Background Checks/Charges/Convictions for Active Employees

Obligation to Report Criminal Record

Every District employee shall notify his/her immediate supervisor or administrator as soon as possible, but no more than three calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

- A. crimes involving school property or funds;
- B. crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
- C. crimes that occur wholly or in part on school property or at a school-sponsored activity;
- D. a misdemeanor which involves moral turpitude [e.g. an act or behavior that gravely violates moral sentiments or accepted moral standards of the community]; or
- E. a misdemeanor, which violates the public trust.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. Such a report shall be made as soon as possible, but in no circumstance more than three calendar days after the event giving rise to the duty to report. The District may conduct criminal history and background checks on its employees. A conviction of a crime shall not be an automatic basis for termination. The District will consider the circumstances of the offense, and whether the circumstances of the offense substantially relate to the circumstances of the employee's job in determining what action, if any, should be taken against an employee who is convicted of a crime during employment with the District.

3.13 District Property

The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions for theft. Employees cannot take District property for personal use or gain. Any

equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment, including, but not limited by enumeration: employee identification badges and the keys for building entry. District equipment borrowed for short-term use should be returned the first work day after project completion.

3.14 Drug, Alcohol & Tobacco-Free Workplace

The District seeks to provide a safe drug-free workplace for all of its employees.

Prohibited Acts - Drugs and Alcohol: The manufacture, distribution, dispensation, possession, use of or presence under the influence of alcohol, inhalants, controlled substances or substances represented to be such, or unauthorized prescription medication, is prohibited on school premises or at school activities.

Employees of the school system shall not possess, use, or distribute any illicit drug or alcoholic beverage as defined in Iowa Statutes while on school premises or while responsible for chaperoning students on school-sponsored trips.

In addition, the District prohibits an employee from engaging in the manufacture, distribution, dispensation, possession, or use of illegal drugs, controlled substances, or unauthorized prescription medication at any time and in any location, even where the employee is not on District premises or on work time. Any employee who violates the District's Drug and Alcohol Policy may be disciplined, up to and including discharge. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision.

Tobacco Products: Employees shall not use tobacco products on District premises, in District vehicles, nor in the presence of students at school or school-related activities. Employees who violate this policy will be subject to disciplinary action, up to and including termination from employment.

Drug-Free Awareness Program: As required by the Federal Drug Free Workplace Act, the District shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the District's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and (if applicable) employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations.

Reasonable Suspicion Testing: Employees may be required to undergo alcohol and drug testing at any time the District has reasonable suspicion to believe that the employee has violated the District's policy concerning alcohol and/or drugs. Reasonable suspicion alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty, or prior to or while attending any District function on or off District property. The District's determination that reasonable cause exists must be based on specific, contemporaneous, accurate observations concerning the appearance, behavior, speech or body odors of the employee. A trained supervisor must make the observations. Refusal to consent to testing will result in disciplinary action, up to and including termination of employment.

Notification of Conviction: As a further condition of employment, an employee who is engaged in the performance of a federal grant shall notify the District Administrator of any criminal drug statute conviction for a violation occurring in the workplace no later than three days after such conviction. Within ten days of receiving such notice – from the employee or any other source – the District shall notify the federal granting agency of the conviction. After receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act.

Consequence for Violation: Employees who violate the District’s policies and rules regarding alcohol or drug use shall be subject to disciplinary sanctions, up to and including termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. Compliance with the District’s policies and rules is mandatory and is a condition of employment. In its sole discretion, the District may allow an employee to undergo evaluation for alcoholism or drug addiction and successfully complete any recommended treatment, in lieu of termination.

3.15 Emergency CRISIS Procedures

Should inclement weather or other emergency situation(s) require the District to close school(s), the following procedures shall be followed: A decision on whether to delay or close schools prior to the start of the school day will be made no later than 6:30 AM. The District’s Infinite Campus automated messenger will call and email staff with school closing information. The Des Moines TV stations will be notified. In addition, school closure information will be posted on the Woodward-Granger CSD website. It is the responsibility of employees to obtain potential school closing information from one or more of these information sources.

3.16 Employee Identification Badges

The District shall provide employees with an employee identification badge. Employee identification badges are an important part of employee work attire. They allow students, parents, coworkers, vendors and the public to know who employees are. They are an important part of providing a secure environment for our students. Employees are asked to wear their employee identification badges in a visible spot during their work time.

3.17 False Reports

Employees may be subject to discipline, refusal to hire and/or termination of employment for filing false reports or statements including but not limited to the following: accident reports, attendance reports, insurance reports, physician’s statements, pre-employment statements, sick leave requests, student records, tax withholding forms and work reports.

3.18 Financial Controls and Oversight

The employee shall adhere to all internal controls that deter and monitor all fraud or financial impropriety in the District. Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to any supervisor, the Superintendent, the Board President, or local law enforcement. Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. Each employee who supervises or prepares District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety. Neither the Board nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety.

3.19 Fraud and Financial Impropriety

The District prohibits fraud and financial impropriety, as defined below, in the actions of its Board members, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the District.

A. Fraud and financial impropriety shall include but is not limited to the following:

1. forgery or unauthorized alteration of any document or account belonging to the District;
2. forgery or unauthorized alteration of a check, bank draft, or any other financial document;
3. misappropriation of funds, securities, supplies, or other District assets, including employee time;
4. impropriety in the handling of money or reporting of District financial transactions;
5. profiteering as a result of insider knowledge of District information or activities;
6. unauthorized disclosure of confidential or proprietary information to outside parties;
7. unauthorized disclosure of investment activities engaged in or contemplated by the District;
8. accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy. See Gifts section of this Handbook;
9. inappropriately destroying, removing, or using records, furniture, fixtures, or equipment;
10. failure to provide financial records required by state or local entities;
11. failure to disclose conflicts of interest as required by law or District policy;
12. disposing of District property for personal gain or benefit and,
13. any other dishonest act regarding the finances of the District.

B. Fraud Investigations: If an employee is found to have committed fraud or financial impropriety, the District Administrator or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. When circumstances warrant, the Board, Superintendent, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the District, the District may seek to recover lost or misappropriated funds.

3.20 Gambling

Gambling on District-owned or leased premises or using District property is prohibited at all times. Gambling during the workday on or off District property is prohibited.

3.21 Gifts & Sale of Goods and Services

Gifts: An employee or a member of the employee's immediate family (as defined by the WGEA and WGSSA Master contracts) may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the District that a reasonable person would understand was intended to influence official action or judgment of the employee in executing decision-making authority affecting the District, its employees or students. It shall not be considered a violation of this policy for an employee to receive entertainment, food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in connection with a conference sponsored by an established or recognized statewide association or by an umbrella or affiliate organization of such statewide association. Exceptions to this policy are acceptances of minor items, which are generally distributed to all by companies through public relations programs. Teachers should accept only gifts of token value from students. It is the District's policy for individuals to decline gifts, gratuities or favors from any outside organization or individual doing business or seeking to do business with the District. Gifts that are intended for the benefit of the District should be referred to the Business Manager for proper processing under the District's policy on gifts and solicitations and the terms. Gifts of nominal or of insubstantial value and services offered for a reason unrelated to the employees' position and which could not reasonably be expected to influence a decision could be accepted (for example, pens, pencils, binders, and other gifts given by vendors at conferences/conventions). Larger gifts to employees as an individual and gifts of more than a nominal or insignificant value should be graciously declined.

Sale of Goods and Services: No District employee may receive for his or her personal benefit anything of value from any person other than his or her employing District to sell, promote the sale of or act as an agent or solicitor for the sale of any goods or services to any public school pupil while on the property of his or her employing District or at an activity of his or her employing District.

3.22 Honesty

Honesty is a core value in the District. Employees shall not create any intentional inaccuracies verbally or on official District documents such as time sheets, job applications, pupil records, etc.

3.23 Investigations

Definition: An employee investigation is the process by which an alleged violation of law, policy, administrative regulation, and/or employee misconduct is reviewed.

Expectation of Cooperation: In the event of a District investigation or inquiry over alleged employee or student violations of law, policy or procedure, every District employee has an affirmative duty to provide to his/her supervisor(s) or any other District official assigned to investigate all relevant and factual information about matters inquired about, subject to the provisions in paragraph C below. Employees failing to volunteer such information shall receive a directive from an administrator to provide the requested information. The employee's failure to comply with the directive may constitute insubordination, a violation that will be grounds for disciplinary action up to and including termination.

Investigation interplay with potential criminal conduct: If the alleged misconduct may constitute criminal conduct by the employee, the employee will be provided an opportunity to seek counsel and/or union representation before proceeding further.

Administrative Leave: The District may place an employee on administrative leave, paid or unpaid, during an investigation into alleged misconduct by the employee.

3.24 Licensure/Certification/Trainings

Each employee who is required to be licensed or certified by law must provide the District with a copy of the current license or certificate to be maintained in his or her personnel file. Employees are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner. A teaching contract with any person not legally authorized to teach the named subject or named age levels is void. All teaching contracts shall terminate if, and when, the authority to teach terminates.

3.25 Nepotism

Applicants for employment in the District shall be selected without regard to a relationship by affinity or consanguinity, which they may have with a current employee of the District, except that the District may refuse to hire or promote a person into a position when the position will report to an individual who is the spouse of the person considered for hire or promotion, or when the position will report to an individual with whom the person has a relationship by affinity or consanguinity. In addition, to avoid possible conflicts of interest, which may result from employment procedures, an employee who is related by affinity or consanguinity to another employee or applicant shall not participate in any decision to hire, retain, promote, evaluate or determine the salary of that person.

Definition: For the purposes of this Handbook, a "relationship by affinity" is defined as one that includes, but is not limited to, a relationship which an individual has with his or her spouse, designated partner, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, adoptive sibling, adoptive child, adoptive parent, adoptive first cousin, a financial dependent or codependent [for example sharing the same place of residence]. A "relationship by consanguinity" is defined as a relationship, which an individual has with a blood relative that extends to first cousin. The phrase "decision to hire" includes every aspect of the hiring process.

Employee Reporting Requirements: Should a District employee be called upon to participate in a decision to hire, retain, promote, evaluate, or determine the salary of a person related to him or her by affinity or consanguinity, as defined above, the employee shall refrain from participating in such decision and shall instead delegate his or her decision-making authority regarding that person to the Superintendent or his or her designee. Should the Superintendent be called upon to participate in a decision to hire, retain, promote, evaluate or determine the salary of a person related to him or her by affinity or consanguinity as defined above, he or she shall refrain from participating in such decision and shall instead delegate his or her decision making authority in regard to the employment status of that person (i.e., decision to hire, retain, promote, evaluate, etc.) to another employee of the District.

3.26 Operators of District Vehicles, Mobile Equipment and Persons Who Receive Travel Allowances or Mileage Reimbursement

Allowances or Mileage Reimbursement: All employees who drive a District vehicle, operate mobile equipment, or receive a District travel allowance or mileage reimbursement must hold a valid Iowa Driver's license. Mobile equipment includes but is not limited to such equipment as street vehicles (cars/trucks), tractors, riding lawn mowers, forklifts, pallet jacks, ditch witches, and golf carts.

Notice of Traffic Violations: All employees who drive a District vehicle or operate mobile equipment must notify their immediate supervisors immediately of any driving citation or conviction of a traffic violation, including citations or convictions resulting from the operation of a personal vehicle. Supervisors receiving such notice will immediately notify the Transportation Director. Payment for any citations received while driving a District vehicle is the responsibility of the driver.

Commercial Driver's License (CDL): In addition to the notice requirements in paragraph B, above and pursuant to CDL Requirements, a CDL driver must notify his/her employer, in writing and within 30 days, of a conviction for any traffic violation regardless of the type of vehicle being driven at the time of the violation.

Drivers: All drivers of motor vehicles owned by the District and used for the transportation of pupils shall be under written contract with the Woodward- Granger Community School District.

Personal Transportation Utilized for School Use

All transportation will be done in accordance with Board policy.

District employees or other persons serving in an official capacity may be authorized to use alternative vehicles to transport students to and from school or a school activity upon approval of the building principal or designee, in accordance with Board of Education policy and state law requirements.

Employee Use of Personal Vehicle Employees who may be requested to use their own automobiles in the performance of their duties and employees who are assigned to more than one (1) school per day for teaching, or an extracurricular assignment that is a continuous extension of a work day, shall be reimbursed for all such use at the rate for State of Iowa agency workers, as determined by a phone call to the State, made by the District Secretary, as of September 1 of each year. The same allowance shall be given, when administratively requested, for the use of personal cars for field trips or other business of the District.

3.27 Outside Employment

Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the employee's regular position with the school system. Personnel shall not be prohibited from holding employment outside the District as long as such employment does not interfere with assigned school duties as determined by the District. The Board of Education expects employees to devote maximum effort to the position in which they are employed. An employee will not perform any duties related to an outside job during regular working hours or for professional employees during the additional time that the responsibilities of the District's position require; nor will an employee use any District facilities, equipment or materials in performing outside work. When the periods of work are such that certain evenings, days or

vacation periods are duty free, the employee may use such off-duty time for the purposes of non-school employment.

3.28 Personal Appearance/Staff Dress Code

Employees are expected to present a well-groomed, professional appearance and to practice good personal hygiene. The District expects that all employees are neat, clean, and wear appropriate dress for work that is in good taste and suitable for the job at hand. The District will not tolerate dress or attire from school employees that would be considered disruptive, inappropriate, or adversely affect the educational atmosphere. The specific rules regarding staff dress code will be determined at the building level and will be enforced by the building principal.

Appropriate safety gear shall also be worn at all times as deemed necessary. Any designated employees (e.g. custodial, cleaning, maintenance, transportation, food service et al), shall not wear open-toed or slip-on shoes during regular work hours.

3.29 Personal Property & Employee Work Spaces

Liability: The District does not assume any responsibility for loss, theft or damages to personal property. In order to minimize risk, the District advises employees not to carry unnecessary amounts of cash or other valuables. If employees bring personal items to work, they are expected to exercise reasonable care to safeguard them. The District is not liable for vandalism, theft or any damage to cars parked on school property. The District carries no accident insurance or other insurance coverage for any loss or injury for which the District does not have legal responsibility.

Employees shall have no expectation of privacy with respect to any item or document stored in or on District-owned property, which includes, but is not limited to, desks, filing cabinets, mailboxes, lockers, tables, shelves, and other storage spaces in or out of the classroom. Accordingly, the District may at any time and in its sole discretion conduct a search of such property, regardless of whether the searched areas or items of furniture are locked or unlocked.

Search of Personal Effects: Employees should have no expectation of privacy to items contained in plain view, for example, but not limited by enumeration to automobiles parked on the District's property, items left on top of or within desks and cabinets, lockers, etc. Items not in plain view and contained within personal property, e.g. purse, satchel, wallet, coat, backpack, etc., may be searched in accordance with applicable state and federal law.

3.30 Personnel Records

An employee shall have the right to review certain documents, upon request and consistent with the timelines and content limitations specified in Iowa Law , to review the contents of his/her personnel file, upon request and providing 24 hour notice, while in the presence of the Superintendent or his/her designee.

The employee is entitled to examine any personnel documents which are used or which have been used in determining that employee's qualifications for employment, promotion, transfer, additional compensation,

termination or other disciplinary action, and certain medical records. This examination must be accomplished in the presence of the person officially charged by the District Administrator with custody of those documents. No personnel documents may be removed from the visual presence of the official custodian. An employee shall have the right, upon request, to receive copies of any documents permitted to be reviewed pursuant under Iowa law.

An employee who is involved in a current grievance against the District may designate in writing a representative of the employee's union, collective bargaining unit or other designated representative to inspect the records, which have a bearing on the resolution of the grievance.

After reviewing his or her personnel records, the employee has the right to request that records he or she believes to be inaccurate or obsolete be removed from his or her file. If the District denies the request, the employee has the right to file a written rebuttal statement and have that rebuttal attached to the disputed record. If the District intends to release the disputed record to a third party, the District must also release the attached employee rebuttal statement to the third party.

Copies of letters of reprimand shall be provided to the employee when such material is placed in the employee's personnel file. The employee shall have the opportunity to reply to such materials and affix his/her reply to said material.

3.31 Personnel/ Student Relations

The School District of Woodward-Granger expects all staff members, including teachers, coaches, counselors, administrators, board members, support staff and others, to maintain the highest professional, moral and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

All District staff are expected to accept responsibility for their conduct, and to understand that their conduct may be regarded as representative of the District, and that even off-duty conduct may adversely affect the abilities of a staff member to effectively perform his/her job duties. Staff is expected to abide by a professional standard of conduct and model good citizenship for students, parents, and the community.

3.32 Physical Examination

Even though an annual physical is highly encouraged, Iowa law does NOT warrant/mandate a physical examination upon initial employment unless such employment is a school bus driver.

3.33 Political Activity

The school board recognizes that staff members have civic responsibilities and/or rights including the right to vote, to be an active member of the political party of their choice, to campaign for candidates for election to public office and to seek, campaign for and serve in public office. However, the board also recognizes that students should not be subjected to active political campaigning by staff members.

3.34 Position Descriptions

Position descriptions are available for inspection at the District’s Central Office. At a minimum, the descriptions will include the job title and description, the minimum qualifications, and the essential functions of the position. Employees must be able to perform the essential functions of the job description, with or without reasonable accommodation.

3.35 Solicitations, Non-School Sponsored

Individuals, groups and organizations often wish to solicit employees to support a particular activity or organization. This solicitation may be charitable, political or for other purposes. All solicitations of employees must be approved in advance by the administration and be consistent with Board Policy.

3.36 Teamwork

Providing a quality education for students and a quality work experience for employees involves teamwork among all employees in the District. Some important actions are:

- A. Getting to know co-workers and their capabilities.
- B. Helping to create a pleasant, caring and enjoyable work atmosphere.
- C. Making use of District technology to effectively communicate with all employees in the District.
- D. Making use of District technology in order to perform all job functions well.

Teamwork is demonstrated by showing respect, cooperation and leadership at all times. Serving as an effective team member is a key component in accomplishing the District’s mission.

3.37 Wellness

Educational Environment: District employees are encouraged to facilitate a healthy learning atmosphere for students to promote wellness. The District encourages staff to use foods of a high nutritional value in fundraising activities and to create an educational environment that supports the promotion of healthy food and beverage choices for students. Using food as a learning or behavior incentive should be kept to a minimum. Incentives shall be healthy food choices. The withholding of a meal as punishment is prohibited.

Employee Wellness: The District shall encourage healthy behaviors by providing wellness programs, educational opportunities, and a healthy work environment for employees.

Official Wellness Policy: this policy can be found in its entirety at wghawks.school under the nutrition tab at the top of the page.

3.38 Employee (Whistleblower) Protection

Complaint Procedure: If any employee of the District reasonably believes that some policy, practice, or activity of the District is in violation of law, the employee shall report the alleged infraction in accordance with the state of Iowa Whistleblower Policy. If the complaint is about a practice or activity of the District Administrator, the complaint must be filed with the Superintendent (unless regarding the Superintendent in which case the Board President).

Purpose: It is the intent of the District to adhere to all laws and regulations that apply to the District, and the underlying purpose of this provision is to support the District's goal of legal compliance. The support of all employees is necessary to achieve compliance with various laws and regulations.

Anti-Retaliation: An employee is protected from retaliation only if the employee brings the alleged unlawful policy, practice, or activity to the attention of the District and provides the District with a reasonable opportunity to investigate and correct the alleged unlawful policy, practice, or activity pursuant to the District's chain of command or complaint policies. The protection described below is only available to employees who comply with this requirement.

The protection against retaliation that is described below does not limit the District from taking disciplinary or other employment action, including termination, against an employee where that discipline or employment action is not based on the employee's filing of a good faith complaint under this policy. The District will not retaliate against an employee who in good faith has made a protest or raised a complaint against some policy, practice, or activity of the District, or of another individual or entity with whom the District has a business relationship, on the basis of a reasonable belief that the policy, practice, or activity is in violation of law or a clear mandate of public policy.

The District will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any policy, practice, or activity of the District that the employee reasonably believes is in violation of law or a rule or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment. Nothing herein shall limit or diminish an employee's protections against retaliation for filing a complaint, or participating in an investigation or legal proceeding, if such actions are protected by state and/or federal law.

3.39 Workplace Safety

Adherence to Safety Rules: All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Fire safety is an essential element of having a safe working environment.

Employees should know the following:

1. Location of fire alarms;
2. Location of fire extinguishers;
3. Location of Automatic External Defibrillator (AEDs);

-
4. Evacuation routes; and
 5. Whom to notify in case of fire.

Employees need to take precautions to prevent fires from occurring. In the event of a fire, the most important task is to sound the alarm and clear the building. Employees should not risk their safety in fighting fires.

Protection of Staff: An employee shall report all cases of assault or injury suffered in connection with employment in the performance of duties to the District Administrator or his/her designee, who shall acknowledge receipt of such report and keep the staff involved informed of action taken.

1. Injury means physical harm to an employee caused by accident or disease in the performance of duties by the employee.
2. Performance of duties means duties performed within the employee's authorized scope of employment and performed in the line of duty.

Notification of Safety and Health Standards: requires the Iowa Department of Commerce to adopt and enforce safety and health standards that will provide protection to public employees at least equal to that provided to private sector employee under standards promulgated by federal Occupational Safety and Health Administration (OSHA). A District employee who believes that a safety or health standard is being violated, or that a situation exists which poses a recognized hazard likely to cause death or serious physical harm, may request the District to conduct an internal review of the matter.

Furthermore, the employee may request the Iowa Department of Commerce to conduct an inspection.

Discrimination

The District shall not discriminate against or discharge any employee for exercising any right afforded by this section. An employee may file a grievance to address workplace safety issues. The employee may, in his/her discretion may also file a complaint with the state Division of Equal Rights within thirty (30) days if the employee believes a violation of the first sentence of this paragraph occurred.

Public Employee Safety and Health, available at: <http://commerce.iowa.gov/>

Weapons Prohibition: Firearms and dangerous weapons are prohibited on all property of the District. The prohibition includes firearms in vehicles on school property. Licensed peace officers that are serving in their official capacities are the only persons excepted from this prohibition.

Disaster Preparedness: All employees must become familiar with building procedures in the event of an emergency such as fire, tornado, intruders, etc. When drills are staged, every staff member and student must follow proper procedures.

District Safety Response Plan: All employees must become familiar with the District's Safety Response Plan. The plan will be reviewed annually with all staff by the building principal.

During emergency disaster proclamations, all employees will follow state and local regulations, district and board policy and building mitigation plans.

3.40 Violence/Bullying in the Workplace

Expectations: Violent behavior of any kind or threats of violence, either direct or implied, are prohibited on District property and at District sponsored events. The District will not tolerate such conduct by its employees, former employees, contractors, or visitors. An employee who engages in violent behavior shall be subject to disciplinary action up to and including termination and may also be referred to law enforcement.

Definitions as Used Under this Section:

1. Workplace Violence: Behavior in which an employee, former employee, contractor or visitor to a workplace inflicts or threatens to inflict damage to property, serious harm, injury or death to others at the District or under the direct supervision of the District.
2. Threat: A communicated intent to inflict physical or other harm on any person or property.
3. Intimidation: Behavior or communication that comprises coercion, extortion, duress or putting in fear.
4. Court Order: An order by a Court that specifies and/or restricts the behavior of an individual. Court Orders may be issued in matters involving domestic violence, stalking or harassment, among other types of protective orders, including temporary restraining orders.

Prohibited Behavior: Violence in the workplace may include, but is not limited to, the following list of prohibited behaviors directed at or by an employee, supervisor or visitor:

1. Assault or battery.
2. Blatant or intentional disregard for the safety or well-being of others.
3. Commission of a violent felony or misdemeanor.
4. Dangerous or threatening horseplay or roughhousing.
5. Direct threats or physical intimidation.
6. Loud, disruptive, profane or obscene language or gestures that are clearly not part of the typical school district learning environment.
7. Physical restraint, confinement.
8. Possession of weapons of any kind on District property [please see section 3.43].
9. Stalking.
10. Any other act that a reasonable person would perceive as constituting a threat of violence.

Reporting Procedure: An employee who is the victim of violence, believes he/she has been threatened with violence, or witnesses an act or threat of violence towards anyone else shall take the following steps:

-
1. If an emergency exists and the situation is one of immediate district-sponsored shall contact the local law enforcement by dialing 9-1-1, and may take whatever emergency steps are available and appropriate to protect him/herself from immediate harm, such as leaving the area.
 2. If the situation is not one of immediate danger, the employee shall report the incident to the appropriate supervisor or his/her designee as soon as possible.

An employee who has received a restraining order, temporary or permanent, against an individual, who may impact the employee at work [e.g. verbal or physical contact or proximity has been prohibited or restricted], shall immediately supply a copy of the signed order to his/her supervisor. The supervisor shall provide copies to the other appropriate supervisors and inform other employees on an as-needed basis.

Investigation and Investigation Findings: The District will investigate all complaints filed and may investigate in other situations where no complaint was filed but was brought to the District's attention. Retaliation against a person who makes a good-faith complaint regarding violent behavior or threats of violence made to him/her is also prohibited. In appropriate circumstances, the District will inform the reporting individual of the results of the investigation. To the extent possible, the District will maintain the confidentiality of the reporting employee and the investigation, but may need to disclose results in appropriate circumstances; (e.g., in order to protect individual safety or to conduct an adequate investigation). The District will not tolerate retaliation against any employee who in good faith reports workplace violence.

SECTION 4. GRIEVANCE PROCEDURE

4.00 Procedures

The District has adopted a grievance procedure to resolve grievances by employees concerning discipline, termination, and workplace safety.

Board Policy 401.4 Employee Complaints

(Procedures are referenced in the WGEA (Article VI) & WGSSA Master Contracts)

4.01 Definitions

Grievance - A grievance shall mean only an unresolved claim stating there has been a violation or misapplication of any of the provisions of this agreement.

Grievant - A "grievant" is the person(s) or Association making the claim.

4.02 Purpose

The purpose of this procedure is to resolve, at the lowest possible level, claims which may arise under the agreement. All parties agree that these procedures should be kept as informal and confidential as may be appropriate at any level of the procedures.

4.03 Individual Freedom Clause

The terms of these grievance procedures shall in no way negate the rights of any individual from meeting privately to process a grievance, at either informal or formal stages of the grievance procedures. They shall include however, at the option of the grievant, the right of accompaniment of representatives of their choosing.

4.04 Limitations

Time Limits

All grievances must be presented within thirty (30) working days of the alleged violation or misapplication of any of the provisions of this agreement. The timelines specified may be extended by mutual agreement.

Failure to Act

The failure of an employee to act on any grievance within the prescribed time limits will act as a bar to any further appeal and an Administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.

Processing of Grievance

It is agreed that any investigation or other handling or processing of any grievance by the grievant shall be conducted before or after the school day schedule established for students, provided that grievances may be filed during the period of 8 a.m. to 4 p.m. but not during student contact hours.

Re-filing of Grievance

If any grievance has been denied because it has not been filed in the proper manner, the grievant will be informed of the correct procedure and an additional ten (10) days will be allowed to re-file.

4.05 Procedures

Level One - Principal or Immediate Supervisor (Informal)

An attempt shall be made to resolve any grievance in informal, verbal discussion between grievant and his/her principal or supervisor.

Level Two - Principal (Formal)

If the grievance cannot be resolved informally, the grievant shall file the grievance in writing in the form attached to the agreement as Schedule A. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the agreement allegedly violated, dated, and shall state the remedy requested. The Principal shall make a decision on the grievance and communicate it in writing to the employee, the Association, and the superintendent within five (5) school days after the receipt of the grievance. In the event a grievance has not been satisfactorily.

Level Three - Superintendent

Within five (5) school days after such written grievance is filed, the grievant and the Superintendent or his designee shall meet to resolve the grievance. The Superintendent or his designee shall file an answer within thirty (30) days of the third step grievance meeting and communicate it in writing to the employee, the Principal, and the Association stating the outcome of the meeting.

Level Four - Arbitration

If the Association determines that the grievance is meritorious, it may submit the grievance to arbitration within ten (10) school days of the date of disposition by the Superintendent. The Association shall have the right to provide all Board Members with a copy of any written grievance that has been filed and the responses from the Principal and Superintendent, except grievances dealing with terminations.

Within ten (10) school days after written notice to the employer of submission to arbitration, the employer and the Association shall attempt to agree upon a mutually acceptable arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a written request for a list of arbitrators shall be made to the Public Employment Relations Board by either party. The list shall consist of five (5) arbitrators and the parties shall determine by lot which party shall have the right to remove the first name from the list. Within five (5) workdays after receipt of said panel of arbitrators, the parties shall meet to select the sole arbitrator at one setting. The person whose name remains shall be the sole arbitrator.

The arbitrator so selected shall confer with the representatives of the Board and Association, hold hearings, and issue his/her decision not later than thirty (30) days from the date of the close of the hearings, or if oral hearings have been waived, from the date of the final statement proofs, and/or briefs are submitted. The timeline may be waived by mutual agreement. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is in violation of the terms of the Agreement. The decision of the arbitrator shall be submitted to the Board and Association and shall be final and binding. The Arbitrator's decision shall not amend, modify, nullify, ignore, or add to the provisions of this Agreement. His/her authority shall be strictly limited to deciding only the issue or issues presented to him/her by the Employer and the Association and his/her decision must be based solely and only upon his/her interpretation of the meaning of and only upon his/her interpretation of the meaning or application of the express relevant language of the Agreement.

The cost for the service of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses, and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

4.06 Year-End Grievance

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or within a maximum of thirty (30) days thereafter.

4.07 Miscellaneous

Separate Grievance File

Grievances shall not be placed in personnel files.

Information for Grievance

The employer agrees to provide access to information relevant to the processing of grievances to the extent required by law.

4.08 Filing at Level Three

Class grievances involving more than one supervisor and grievances involving an administrator above the building level shall be filed at Level Three.

SECTION 5. PAY PERIODS

5.01 Payroll Cycle

Paydays will be in accordance with provisions in negotiated agreements or as determined by the Board of Education. If a payday falls on a weekend or holiday, paychecks shall be issued no later than the last regular business day prior thereto.

Paydays that fall during winter and spring breaks will follow the normal 15th and 30th schedules.

School Year Employees:

1. All school year employees, non-certified, not on individual contracts (Educational Associates, Special Education Associates, Library Associates and Secretarial/Clerical Staff working less than twelve months), shall be paid on the following payroll cycle for the actual hours worked.

Fiscal Year Employees:

1. All employees scheduled to work the entire fiscal year, July 1st through June 30th, will be placed on a twelve-month payroll cycle resulting in 24 equal paychecks.

Teachers and Administrators:

-
1. All teachers and administrators on individual contracts, scheduled to work the school year only, will be paid on a 12-month payroll cycle resulting in 24 equal paychecks. Please see the Central Office to inquire about a one-time initial employment plan of 25 equal installments.

Summer School:

1. All summer school staff will be required to complete provided timecards for hours worked. Summer School timecards will be processed and paid following the normal 15th and 30th schedule and will not be disbursed until timecards are received and approved.

5.02 Payroll Dates

The payroll dates shall be the 15th and 30th each month. If the 15th or 30th of the month fall on a weekend, the payroll date will be the preceding Friday. If a paid holiday falls on the 15th or 30th, payroll deposits shall be issued on the preceding day.

Direct Deposit Payment Method

All employees shall participate in a direct payroll deposit plan. All payroll information can be accessed through the employee portal system. Direct deposit changes may be made after giving fifteen (15) calendar days notice in writing. Each non-exempt employee shall, with each electronic payroll deposit slip, receive information indicating the number of hours for which straight time hourly pay is received and the number of hours for which the overtime rate of pay is received. Each exempt employee shall, with each electronic payroll deposit slip, receive information on the employee's salary received. In addition to the above, each employee shall have access to electronic records indicating the number of accumulated sick leave days, the number of personal days remaining to the employee's credit, the number of emergency days that have been used, and the number of vacation days to be taken and the number remaining.

5.03 Definitions for Payroll Purposes Only

Day: A work day shall run from 12:00 midnight (12:00 a.m.) to 11:59 p.m.

Week: A week shall run from 12:00 midnight (12:00 a.m.) Sunday until 11:59 p.m. the following Saturday.

SECTION 6. EXPENSE REIMBURSEMENT

6.01 Mileage Reimbursement

The District shall reimburse employees for business-related mileage, meals and lodging in accordance with School Board Policy 401.7 Employee Travel Compensation.

SECTION 7. WORKER’S COMPENSATION

7.01 Worker's Compensation Coverage & Reporting Responsibilities

All employees shall be covered by Worker's Compensation Insurance. The Associations and Board will make available to all employees summaries of the Workers’ Compensation and School Liability Coverage.

Any employee who is injured on the job shall report the injury to the personnel office prior to seeking medical attention if at all possible. In the event of an emergency, the employee shall notify his/her immediate supervisor within twenty-four (24) hours after the occurrence of the injury or as soon as practicable. The employee shall call the OnCall Nurse at 1-844-322-4668 to fill out the first report of injury. If you have questions please call the Central office.

7.02 Benefits While on Workers’ Compensation

If any employee is injured while performing duties for the District, the District shall continue to provide worker's compensation insurance. Please make an appointment to visit with the Business Manager/Board Secretary to discuss compensation.

7.03 Injuries Not Covered by Workers’ Compensation

Some types of injuries suffered while at work may not result in payment under worker’s compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited by enumeration to, the following:

- A. Injuries because of a self-inflicted wound
- B. Injuries sustained because of an employee’s horseplay.
- C. Injuries sustained while an employee does an activity of a strictly private nature.

SECTION 8. SICK LEAVE

8.01 Sick Leave Earned

The WGEA (Article 14) and the WGSSA Master Contracts outline sick leave policies. Both of these Master contracts are available at the Woodward-Granger Central Office.

8.02 Sick Leave Use

The WGEA (Article 14) and the WGSSA Master Contracts outline sick leave policies. Both of these Master contracts are available at the Woodward-Granger Central Office. Sick leave shall be used for any absence from work due to the:

-
1. Personal illness, injury or serious health condition of the employee and extended family (as outlined by the WGEA and WGSSA Master Contract);
 2. Medical or dental appointments for the employee and extended family (as outlined by the WGEA and WGSSA Master Contract) that cannot be scheduled outside of the employee's regularly scheduled work hours.

Definitions: the following definitions apply under this section:

1. Serious Health Condition: means a disabling physical or mental illness, injury, impairment or condition involving any of the following:
2. Inpatient care in a hospital, nursing home, or hospice.
3. Outpatient care that requires continuing treatment or supervision by a health care provider.
4. Sick Leave Increments: Sick leave may be allowed in increments of ½ days or equivalent to 4 hours.

8.03 Sick Leave Accumulation

Sick leave accumulation varies by years of employment (See WGEA (Article 14) & WGSSA Master Contracts.)

All employees may accumulate up to 105 days of sick leave.

Criteria for using district sick bank: Any certified employee may place up to two (2) days of their own sick leave into a Certified Employee Sick Leave Bank each year. Employees who are retiring may donate up to ½ their sick leave to the sick-leave bank. Any certified employee may draw on this sick bank up to one-half of the existing sick leave bank, not to exceed twenty (20) days in any year in which all of the available applicable leaves have been exhausted. An employee may draw on this sick bank up to one-half of the existing sick leave bank, not to exceed five (5) days for maternity leave in any year in which all of the available applicable leaves have been exhausted. In addition, any classified employee may draw up to five (5) days, not to exceed one-half of the existing bank, for themselves or an immediate family member. This definition of immediate family for sick leave bank is spouse and children. Unused portions of the Sick Leave Bank shall accumulate from year to year. These days may only be used by employees who incurs a catastrophic or life-threatening illness or injury and/or incurs a family hardship during maternity leave, while under contract. Requests must be made in writing to the Superintendent. Medical documentation must accompany this request.

8.04 Sick Leave & Long-term or Short-term Disability

(See WGEA (Article 14) & WGSSA Master Contracts.) In the event an employee becomes eligible for benefits under the District's short-term or long-term disability insurance program, the employee will no longer accrue nor be eligible to use paid sick leave. The District shall pay the premium for disability insurance coverage up to a maximum of thirteen dollars (\$13) monthly, with coverage to include up to 60% of the employee(s) salary or policy limit until age 65.

8.05 Unused Sick Leave

(See WGEA (Article 14) & WGSSA Master Contracts.) If an employee were to leave the school system prior to the completion of his/her contract term or the school year for an individual teacher and had not used all sick leave, the employee will not be compensated for unused sick leave.

8.06 Reporting Procedure /Doctor's Certificate

(See WGEA (Article 14) & WGSSA Master Contracts.) If at all possible, each employee shall be required to inform his/her supervisor prior to 7:00 a.m. and his/her need to be absent for one of the reasons stated in 8.02 above. Whenever the supervisor deems such verification appropriate, the employee may be required to furnish the District with a certificate of illness signed by either a licensed physician or a nurse practitioner. Such certificate should include a statement releasing the employee to return to work and a statement as to whether any limitations or restrictions are placed upon the work, which may be performed.

Nothing in this section shall be interpreted as limiting the District's ability to discipline or discharge employees for excessive absenteeism.

8.07 Holidays during Sick Leave

In the event that a paid holiday falls within a period when an employee is on accumulated sick leave, it shall be charged as a paid holiday and not deducted from the employee's earned sick leave.

8.08 Sick Leave Summary

Each employee shall be provided a summary of his/her sick leave and vacation usage [if applicable] during the previous pay period through the District's Self-Service Employee Portal. Call 515-999-8022 to report problems or to ask questions regarding access to this portal.

SECTION 9. JURY DUTY LEAVES

9.01 Jury Duty Leave

Subject to the provision in the WGEA (Article 14.13) and WGSSA Master contracts, any employee called for jury duty during school hours shall be provided such time with pay. Any fees or remuneration, excluding mileage or parking reimbursement, received by the employee during such leave, shall be turned over to the District.

No paid leave will be provided for jury duty that occurs outside of the employee's regular work hours or workdays.

9.02 Employee Notice of Jury Leave

An employee must notify his or her immediate supervisor as soon as notice of jury duty is received. Also, the employee is expected to contact his or her immediate supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty.

9.03 Payment for Time Out on Jury Duty

An employee who is unable to report for work because of jury duty will be paid the regular hours he or she is scheduled to work. The employee will send a copy of the check received from serving on the jury to the District Business Office. The employee will not suffer any loss of benefits that would be accrued during this time (i.e. sick leave, health insurance, vacation, etc.) or loss of any salary adjustment to which the employee is entitled. The time required for any employee to serve on jury duty will not be deducted from sick leave or vacation time the employee has earned or will earn in the future.

SECTION 10. LEAVES

10.01 Emergency Leave

Employees may use up to four (4) days of emergency leave per year. Emergency leave should be approved, as soon as reasonable, through the building principal or immediate supervisor. (Note: See WGEA (Article 14.6) and WGSSA contracts) Approved Emergency Leave Usage Reasons:

Serious illness, hospitalization, or emergency situations in the employee's immediate family. Immediate family shall be interpreted to include spouse, child, parent, sister, brother, grandparent, grandchild, mother-father-sister-brother-son- or daughter-in-law. This leave is not cumulative.

10.02 Bereavement Leave

The WGEA Master Contract (Article 14.5) outlines the Bereavement Leave policy. The Master Contract is available at the Woodward-Granger Central Office. A maximum of five (5) days with pay per occurrence will be granted for the death of a family member. A maximum of one (1) day per occurrence will be granted for the death of anyone other than a family member. Bereavement leave must be taken for the day of the death, between time of death and funeral, or consecutive working days after the funeral. Bereavement leave may be taken non-consecutively if there is a planned gap between the death and funeral ceremonies. This leave is not cumulative. In extenuating circumstances and upon written or verbal request, additional days may be approved by the District Superintendent.

10.03 Business/Personal Leave

The WGEA Master Contract (Article 14.4) outlines the Business/Personal Leave policy. The Master Contract is available at the Woodward-Granger Central Office. At the beginning of every school year, each employee shall

be credited with two (2) days to be used for the employee’s personal business. Certified and classified employees have the ability to change two (2) sick days into two personal days annually. Employees will be required to use all other personal leave prior to using these two personal days annually. Employees will not be paid out for these two days if they go unused, however, they will have the flexibility to utilize these days in this capacity, as personal days. A personal business day, with pay, may be used for any purpose at the discretion of the employee. An employee planning to use a personal leave day shall notify his/her Principal at least one day in advance, except in cases of emergency. The employee may not take a school day immediately before or after a Holiday, or end of a semester. For all unused personal leave, the employee shall be reimbursed in the amount equal to the per diem pay of a substitute teacher (Note: this does not include any days that were transferred over from sick leave). Employees will be able to carry over 1 personal day per year to a maximum of 3 days per year.

The administration may limit the number of leaves for any given day in order to assure maintenance of the normal standard of educational services provided by the district, except that the administration must grant a minimum of one leave per qualifying day (as per restrictions in paragraph one of this section) at each of the following building levels: PreK-1, 2-5, 6-8, 9-12, and Grandwood.

When an employee has two (2) consecutive years at the maximum accumulated sick leave days (105), the employee shall earn one additional personal leave day for the year this goal is earned. Reimbursement for unused personal leave will apply for this day. When an employee has four (4) consecutive years at the maximum accumulated sick leave days (105), the employee shall earn two additional personal leave days for the year this goal is earned. Reimbursement for unused personal leave will apply for these days.

Personal leave may be allowed in a minimum of two-hour increments.

10.04 Sick Leave

The WGEA Master Contract (Article 14.1) outlines the Sick Leave policies. The Master Contract is available at the Woodward-Granger Central Office. Leave of absence for personal illness or injury will be granted in the following amounts: (Note: Up to 12 sick days for new employees may be transferred into the district from a previous school system.)

1st year of employment	-	10 work days
2nd year of employment	-	11 work days
3rd year of employment	-	12 work days
4th year of employment	-	13 work days
5th year of employment	-	14 work days
6th year and subsequent years of employment	-	15 work days

The above amounts shall only apply to consecutive years of employment in the Woodward-Granger Community School District and unused portions shall be accumulated up to a total of one hundred five (105) workdays. First year employees to the district may transfer up to 12 sick days from a previous school district. In

order to qualify for payment, the employer may require such evidence as it deems necessary to substantiate the absence. It shall be the employee's responsibility to notify the employer at the earliest reasonable time possible so as to allow adequate time to secure a substitute. Sick leave cannot be used where deferment of treatment or medical service would be possible at a time other than during the school year. Only two (2) days of sick leave may be used for routine medical appointments by employees. The amount of time requested by the employee shall be approved by the administration in advance. The maximum accumulated sick leave days shall be one hundred five (105) and the maximum usable days shall be one hundred twenty (120).

10.05 Adoption & Maternity/Paternity Leave

Adoption Leave: The WGEA Master Contract (Article 14.3) outlines the Adoption Leave policy. The Master Contract is available at the Woodward-Granger Central Office. Up to thirty (30) workdays of paid sick leave shall be available to an employee who legally adopts a child (as long as they have accumulated the sick leave under contract language 15.1 provisions). Adoption leave will begin when the employee gains physical custody of the child. The employee may extend the adoption leave with unpaid time (under fmla guidelines) to the maximum of 12 weeks.

Parental Leave: Guidance for Parental Leave has been approved by the school board and is linked below. Please refer to this document prior to requesting maternity/paternity leave.

[Parental Leave Guidance Document](#)

10.06 Association or Professional Leave

The WGEA Master Contract (Article 14.7) outlines the Association or Professional Leave policy. The Master Contract is available at the Woodward-Granger Central Office. Association – Up to five (5) employee days, without pay, shall be available to the Association (certified staff) to attend conferences, conventions, or other activities of the local, state, and national affiliated organizations.

Professional – Two days of professional leave may be allowed as approved by the building Principal and the Superintendent of Schools. Extra days may be granted with the Superintendent's approval.

10.07 Absence without Pay

The WGEA Master Contract (Article 14.8) outlines the Absence without Pay policy. The Master Contract is available at the Woodward-Granger Central Office. Absence without pay may be authorized at the Superintendent's discretion. The employee shall make an application for authorization at least five (5) school days in advance of the beginning of the absence. In emergency situations, shorter notice may be acceptable. Deduction shall be for duties performed on that day. Leave without pay may be granted to an employee for travel opportunities won or awarded to them, or to a spouse, provided that the employee or spouse has no control over the dates of the trip, and further provided that the employeeFirst-year leave under this section only once in any given three (3) year period. A one-year leave without pay may be granted under limited circumstances at the sole discretion of the Board. In the event that a one-year leave without pay is granted, the employee must notify the Board of his/her intent to return the following school year no later than February

15th of the year of the leave. Failure to give such notice will be considered a voluntary resignation. This provision is not subject to grievance procedures.

10.08 Leaves of Absence

The WGEA Master Contract (Article 14.9) outlines the Leaves of Absence policy. The Master Contract is available at the Woodward-Granger Central Office. Employees must request said leave no later than March 1st of the school year preceding the school year in which the leave is to be taken. The employee's seniority and placement on the salary schedule shall be frozen for the duration of the leave. The employee may continue in the contractual insurance plans, with the permission of the carrier, at their own expense, during the leave.

10.09 Extended Leave

The WGEA Master Contract (Article 14.11) outlines the Extended Leave policy. The Master Contract is available at the Woodward-Granger Central Office. Extended leaves beyond the above stated leaves shall be the School Board's decision.

10.10 Good Cause

The WGEA Master Contract (Article 14.12) outlines the Good Cause policy. The Master Contract is available at the Woodward-Granger Central Office. Other temporary leaves of absence for up to one (1) day per contract year may be granted in writing by the Principal for good reason after the employee's personal days have been used. Unapproved absence deduction is one (1) divided by the number of contract days of the employee's salary for duties performed on that day, and approved absence deduction is substitute pay.

10.11 Special Leave

The WGEA Master Contract (Article 14.14) outlines the Special Leave policy. The Master Contract is available at the Woodward-Granger Central Office. Any employee may be granted additional leave with or without pay at the sole discretion of the Superintendent and this decision will not be subject to the grievance procedure. However, all other applicable leaves must be exhausted prior to requesting any additional temporary leave under this provision.

10.12 Uniformed Service Leave

Employees performing duty, whether on a voluntary or involuntary basis, in a uniformed service shall be granted a leave of absence without pay in accordance with the provisions of federal law, state law, and this Handbook. The uniformed services consist of the following:

- A. Army, Navy, Marine Corps, Air Force and Coast Guard
- B. Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve and Coast Guard Reserve
- C. Army National Guard and Air National Guard

D. Commissioned Corps of the Public Health Service

E. Any other category of persons designated by the President in time of war or emergency

Seniority/Length of Service during Uniformed Services Leave

Employees shall continue to accrue length of service for wage/salary increments, if applicable, and all other purposes where length of service is a factor. The employee's absence shall not be construed as a break in service for any purpose.

Reemployment rights extend to persons who have been absent from a position of employment because of service in the uniformed services.

Service in the uniformed services means the performance of duty on a voluntary or involuntary basis in a uniformed service, including:

A. Active duty and active duty for training

B. Initial active duty for training

C. Inactive duty training

D. Full-time National Guard duty

E. Absence from work for an examination to determine a person's fitness for any of the above types of duty

F. Funeral honors duty performed by National Guard or Reserve members

G. Duty performed by intermittent employees of the National Disaster Medical System (NDMS), which is part of the Department of Health and Human Services, when activated for a public health emergency, and approved training to prepare for such service.

Request for Uniformed Services Leave

When time permits, the request for a reserve military leave should be as far in advance as possible so the employer can adequately plan for the absence. Whenever possible, the request should be accompanied by a copy of the reservist's military orders. The request shall be submitted to the District Administrator or his/her designee.

10.13 Part-time Employees

Part-time employees will receive personal leave as outlined by the WGSSA Master Contract

SECTION 11. BENEFITS

11.01 Cafeteria Plan/Flexible Spending Account

The District will provide an Internal Revenue Service authorized cafeteria plan/flexible spending account [FSA] under applicable sections of the Internal Revenue Code (§ 105, § 106, § 125 and § 129) to permit employees to reduce their salary and contribute to an FSA to cover the following expenses:

- A. Permitted medical expenses not covered by the insurance plan (IRC § 105) to a maximum of \$2,750 per calendar year.
- B. Dependent care costs (IRC § 129) subject to the limitations set forth in the Internal Revenue Service Code up to a maximum of \$5,000 per year.

Payments and the designation of amounts to be contributed to the employee's account will be subject to the procedures, rules and regulations of the plan's administering agency. The provision of this plan shall be contingent upon the continuance of this benefit under the applicable Internal Revenue Code Sections (§ 105, § 106, § 125 and § 129).

11.02 COBRA Law Continuation of District Health Plan Participation

The District, pursuant to the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and state law, offers employees the opportunity to remain on the District's health and dental plan at the group rate in certain instances where coverage under the plan would otherwise end.

- A. Qualifying Events: An employee, employee's spouse and an employee's dependent children (if any) covered by and participating in the District's health insurance plan (medical and dental), may qualify for continuation coverage if District -sponsored coverage is lost due to the occurrence of any of the following qualifying events:
 - 1. Voluntary or involuntary termination of employment for any reason other than gross misconduct. (e.g., resignation or retirement);
 - 2. Death of the covered employee;
 - 3. Divorce or legal separation from the covered employee;
 - 4. Loss of dependent child status;
 - 5. Eligibility for Medicare entitlement;
 - 6. Reduction in work hours such that the employee no longer qualifies for coverage under the plan.

B. Period of COBRA Continuation: In the event of one of the above qualifying events, COBRA coverage is available for up to eighteen (18) months, but may be extended to a total of twenty-nine (29) months in certain cases of disability (see Disability Extension below) or up to thirty-six (36) months if a qualifying spouse or dependent suffers a second qualifying event. The employee, employee's spouse and each covered dependent has an individual right to request COBRA coverage. Additionally, any child born to or placed for adoption with a covered employee during a period of continuation coverage is automatically considered a qualified beneficiary.

C. COBRA Extension [Second qualifying events]: A spouse or dependent child may be eligible for COBRA extension coverage for a period of up to thirty-six (36) months if coverage is lost due to one of the following second qualifying events:

1. The employee's death;
2. Divorce or legal separation;
3. The covered employee becomes eligible for Medicare;
4. A child loses his or her dependent child|| status.

*Note: The second event can be a second qualifying event only if it would have caused the qualified beneficiary to lose coverage under the plan in the absence of the first qualifying event.

D. Premium Cost & Payment: The cost for this extended continuation coverage shall not exceed the group rate in effect for an active group member, including the District's contribution (i.e., the total amount the employee and District have been paying for health insurance coverage). If the cost for COBRA coverage changes during an employee's participation the employee will be notified of the new premium in writing prior to its due date.

E. Termination of Coverage: Employee continuation coverage may be terminated automatically if:

1. The employee fails to make a monthly premium payment to the District on time;
2. The employee obtains similar coverage through a different employer;
3. The employee becomes eligible for Medicare and converts to an individual policy;
4. The District terminates its health plan;
5. The employee's guaranteed continuation period expires.

The employee or a qualified beneficiary have the responsibility to inform the District of a divorce, legal separation, or a child losing dependent status under the group health plan within sixty (60) days of the qualifying event. The District will then notify any other covered dependents that are affected by the event of their right to elect COBRA coverage.

COBRA participants must also notify the District if they experience additional COBRA qualifying events during their COBRA term that might qualify them for additional months of extended coverage.

SECTION 12. WORK STOPPAGE/STRIKE

Under Iowa Code 20.12, Public employees of the District shall not engage in, condone, assist or support any strike, slowdown, or sanction, or withhold in full or in part any services to the District. In the event of a violation of this Section, the District may take whatever disciplinary action it deems appropriate up to and including discharge.

SECTION 13. CONFORMITY TO LAW

If any provision of this Handbook, or addendum thereto, is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any sections, or addendum thereto, should be restrained by such tribunal, the remainder of this agreement shall not be affected thereby.

PART II STAFF WITH INDIVIDUAL CONTRACTS UNDER & PROFESSIONAL/EXEMPT NON-SUPERVISORY

(I.E. Certified WGEA Employees)

SECTION 14. PROFESSIONAL HOURS/ WORKDAY

14.01 Normal Hours of Work

The District has adopted a Professional Employee Hours policy as stated in the WGEA Master Contract.

(Procedures are referenced in the WGEA (Article XII - 12.1) Master Contract).

The working day at school for employees not having extra assignments shall be eight (8) hours with at least a 25-minute duty-free lunch and at least 30-minutes designated for employee planning and preparations. The workday hours may be varied by agreement between the employee and the building administrator. Whenever possible lunch periods will be longer than 25 minutes but may include additional duty assignments for some teachers. On Fridays or on days preceding holidays or vacation, employees may depart from the school after all of their responsibilities have been concluded and/or students under their supervision have left the building.

14.02 Flexibility Clause

The District has adopted a Flexibility Clause policy as stated in the WGEA Master Contract. (Procedures are referenced in the WGEA (Article XII - 12.4) Master Contract)

The building Principal, or his designee, shall have the flexibility to release an employee during the employee's workday during lunch period and 8:00-8:30 and 3:30-4:00

14.03 Meetings

The District has adopted a Professional Meetings policy as stated in the WGEA Master Contract. (Procedures are referenced in the WGEA (Article XII - 12.3) Master Contract)

Professional Meetings: Employees shall attend the following meetings: Open House or Back to School night as determined by the Building Principal, Parent/Teacher Conferences, and scheduled in-service meetings. For part time teachers/long term substitutes, the District will pay their per diem rate for additional hours not compensated for in the form of comp time.

Other Administratively Called Meetings: The notification and duration provisions above do not include nor shall they apply to meetings of individual educational plans teams, the preparation of individual education plans, department meetings or activities of similar nature, which are normally conducted at other times. Teachers are required to attend such events, with reasonable notice, regardless of the date, time or duration of said meetings.

14.04 Requirement to Remain Current

All teachers shall engage in independent and active efforts to maintain high standards of individual excellence. Such efforts shall include keeping current in each specific and applicable area of instruction, Board established curriculum, as well as continuing study of the art of pedagogy. In addition to maintaining high standards of excellence for the students and school, the teacher will make him/herself available during the contractual year and day to his/her colleagues for assistance, to the District for services beyond those specifically required as part of his/her individual contractual duties, and to the community as a valuable resource.

14.05 Attendance at School Events

Teachers are encouraged to attend school events. The District would kindly ask for attendance at a minimum of two building and/or District events annually that occur after the normal workday.

14.06 Consultation with Parents

Each teacher shall consult with parents so that parents recognize the important role they play in shaping the attitudes of their children and assume greater responsibility for the performance of their children and for the excellence of our schools. Such consultation may be in the form of phone contacts, home visitations, progress reports, in-person appointments, etc.,in addition to the scheduled parent/teacher conferences.

14.07 Emergency School Closures

In the event the District is closed or an individual building(s) is closed, full or partial day closures may be made up at the discretion of the District. The District shall, at a minimum, make up all days/hours necessary to guarantee the receipt of state aid and/or necessary to meet the minimum annual school year requirements (days and hours) of the State of Iowa. Teachers shall not receive additional compensation in the event the District requires such day(s)/time to be made up with or without pupils.

The District has adopted an Inclement Weather policy as stated in the WGEA Master Contract.

(Procedures are referenced in the WGEA (Article XII - 12.2) Master Contract)

On dismissals due to inclement weather, employees may depart from the school after all of their responsibilities have been concluded and/or students under their supervision have left the building. In case of an emergency situation as determined by the superintendent, all employees may be asked to stay at school until the shuttle arrives back at each building. On days when school is dismissed due to warm weather, teachers will work their regularly scheduled hours if air conditioned space is available in their assigned building. Administration will provide a list of air conditioned work spaces to building personnel. Employees may depart from the school after all of their responsibilities have been concluded and/or students under their supervision have left the building.

During a school closure due to COVID, the district will follow IDPH guidelines, and will immediately move into the continuous learning plan. The plan will be utilized by students and staff.

SECTION 15. TEACHER SUPERVISION & EVALUATION

15.01 General Provisions

The Board and teachers view teacher evaluation as a continuing process for the purpose of improving instruction and assessing the individual performance of staff members. Definitions under this section:

15.01A New Teacher Probation

Teachers that are new to the District yet have two or more years of teacher experience will be considered on probation for (2) school years. After successfully completing the probation years, which includes being automatically put on evaluation, the teacher will enter into the regularly scheduled evaluation cycle. If a teacher is in need of an additional year of evaluation before entering into the regular rotation, the district/administration must notify the teacher by April 1st of the current school year.

15.02 Number of Observations

Employees shall be observed, with notice a minimum of two (2) times in each year of probationary employment. Beyond his/her probationary period of service, employees will be observed, with notice, a

minimum of two times part-time each year unless the employee/district requests an evaluation every year. The required notice shall be given at least two (2) days in advance of the observation. Days prior to a break, the first week and the last week of the school year will not be days of formal observation.

15.03 Notification

Within two (2) weeks after the beginning of the school year, each principal shall acquaint each employee under his/her supervision with the evaluation procedures, including acquaintance with the observation instrument. No formal observation shall take place until such orientation has been completed. Notice of a formal observation will be given to the employee at least two (2) days in advance of the observation. Principals may conduct informal observations at any time without notice.

15.04 Procedure

Classroom observations with notice shall be of at least twenty (20) consecutive minutes of the employee's performance. The evaluation shall be in writing, with a copy given to the employee. Coaches will be given the coaching evaluation instrument before the season begins. During the season, the coach will be observed to evaluate how the coach is meeting the evaluation criteria. The coach and evaluator shall meet to go over the criteria in the instrument within a two week period following the end of the specific athletic season or within an agreed upon meeting time acceptable to both coach and evaluator.

15.05 Conference

The evaluator shall schedule a meeting with the employee within five (5) school days following the classroom observation unless unusual circumstances prevail. A written copy of the evaluator's assessment of the observation will be provided to the employee at this conference. If deficiencies are identified, the evaluator shall provide a plan of remediation. The plan of remediation shall cover deficiencies noted in the observation. A follow-up observation will be scheduled in order for the employee to address the deficiencies. The written assessment of the follow-up observation shall state whether the employee has addressed the deficiencies in a satisfactory manner.

15.06 Signature

The evaluator and the employee evaluated will sign any written evaluation. Such a signature acknowledges the employee's awareness of the content of the evaluation, not necessarily agreement with it. Said evaluation will include a section for comments for use by the employee if he/she so desires. A copy of said evaluation will be provided to the employee. No employee shall be required to sign a blank or incomplete evaluation.

15.07 Observation without Notice

The evaluation of employees may also include other unannounced observations, in addition to the previously stated scheduled observation. Any written evaluation of an unannounced observation will be provided to the

employee within five (5) days. Any unwritten observation without notice shall not become part of the employee's formal evaluation

15.08 Employee Summative Evaluation

At the end of the evaluation cycle the evaluator shall write a summative evaluation letter. This summative evaluation shall address all employee announced and unannounced observations and any other pertinent information that has been discussed with the employee. The summative evaluation shall not include any information that has not been previously discussed with the employee.

15.09 Personnel File

The employee shall be able to review all of his/her evaluations. This shall not include evaluations from educational institutions or previous places of employment. Additional copies of these evaluations are available for a charge of ten (\$.10) cents per copy. The employer shall not place any other documents, such as compliments or complaints, in the personnel file until a copy of such document has been provided to the employee. Either the employer or the employee may request a conference to be held to discuss the document. The employee has fourteen (14) calendar days from the receipt of a copy of the document to respond to the document in writing and to have the response placed in the personnel file.

15.10 Complaints Against Employees

Teachers will be advised of any complaints regarding their conduct within 5 school days of when the complaint is made to an administrator, otherwise the complaint will not be the basis for a critical review in a teacher's evaluation.

15.11 Evaluation Review

It is the goal of the evaluation process to provide the employee a fair, just and accurate evaluation. The contents of an evaluation will not be subject to grievance, however, if the employee believes an evaluation is not fair, just, or accurate the employee may, in addition to filing a written response (as outlined in 8.5 and 8.8) request a review or additional observation by a second administrator.

15.12 Supportive Assistance Plan

This component is a supportive assistance plan that is designed to assist and support teachers who are not meeting the Iowa Teaching Standards. The specific plan provides a good faith effort to support and guide the career/probationary teacher in meeting the expectations set forth in the Iowa Teaching Standards. This plan provides a more structured and intensive mode of supervision for the staff member who is not consistently demonstrating one or more of the Iowa Teaching Standards. This process may begin at any time. Because of the personal nature of this plan, confidentiality is expected from participants. A letter will be sent to the staff member to formally notify the teacher of placement in the Supportive Assistance Track. A copy is forwarded to

the Superintendent's Office and is placed in the personnel file. A conference will be held between the staff member and the evaluator to develop an Assistance plan that must include a specific statement of problems related to one or more of the Iowa Teaching Standards (Standards 1-7) as well as specific-growth promoting goals that are measurable, realistic and time-bound. The staff member should also be notified of their right to request representation from their local association during this conference and others to follow. The plan must include strategies to be applied for achieving the goals, intended timelines for the strategic actions and specific criteria for evaluating the successful completion of the plan. The designated evaluator must complete the summative evaluation. At the end of the designated time frame, one of the three recommendations will be made at the time of the summative evaluation. Problem is resolved, the staff member is removed from the Supportive Assistance Track. The copy of the letter that was sent to notify the teacher of placement in the Supportive Assistance Track may be taken out of the teacher's personnel file at the discretion of the administrator or at the next performance review where the teacher shows that he/she has met all the Iowa Teaching Standards and Criteria. Progress is noted, the timeline is extended but may not exceed twelve months according to Iowa law and work continues in the Support Assistance Track. Problem is not resolved and progress is not noted. Actions are taken by the District to move towards a recommendation for non-renewal of contract. When an employee is placed on the Supportive Assistance Plan, one administrator will be designated the primary supervisor of record. If the employee has more than one supervisor the administrative team will designate the primary supervisor of record. All assignments, recommendations, meetings and documents will be between the primary supervisor and the employee. All administrators who supervise the employee will have the right to give verbal and written input to the primary supervisor but the assistance plan will be a joint effort of the employee and the primary supervisor.

15.13 Peer Review

For the teachers involved in a regular three year evaluation cycle, year one and year two of the cycle will also include the teacher participating in a process of peer review. Peer group reviews will occur on an informal, collaborative basis focused on assisting each peer group member in achieving the goals of the teacher's individual career development plan.

Peer group reviews shall not be the basis for recommending that a teacher participate in an intensive assistance program, and shall not be used to determine the compensation, promotion, layoff or termination of a teacher or any other determination affecting a teacher's employment status.

Each teacher will have a peer group. Teachers may request their peer group, but the District will determine the makeup of the groups. If a conflict exists between or among members of a peer review group, an attempt will be made to mediate the conflict with the building Principal/Superintendent. Based upon the results of the mediation, the employee(s) and administrator will then decide if it is necessary for the employee to join another peer group.

SECTION 16. MENTORS

16.01 Mentors

An initial educator will be provided a qualified mentor by the District. First year and second year employees will be required to attend the district's first and second year mentoring and induction classes. Please see the District Mentoring and Induction Administrator for further details.

A teacher new to the District, but not an initial educator, shall also be provided a qualified mentor by the District.

16.02 Mentor Compensation

Each mentor shall receive \$500 per semester for mentoring.

Evaluation. The model comprehensive evaluation developed by the Department of Education shall be the basis for negotiating the evaluation of beginning teachers.

Mentors shall not be required to evaluate beginning teachers nor make recommendations regarding a teacher's continued employment or licensure.

16.03 Dissolving Mentoring Relationships

If the mentor and beginning teacher team experiences difficulty or the professional relationship is not effective, either the mentor or the beginning teacher may request that a new mentor be assigned to the beginning teacher. This request may be granted or rejected by the administration. If granted, payment to the old and new mentor shall be prorated based upon the remaining number of days in the semester.

SECTION 17. ASSIGNMENTS, VACANCIES AND TRANSFERS

17.01 Teacher Assignments, Vacancies and Transfers

Determination of Assignment: Teachers will be assigned upon initial hire by the District Administrator with Board approval.

Job Posting: When a position becomes vacant or a new position is created, notice of such available position will be e-mailed to all staff and posted on the District's website for a minimum of ten (10) days.

The notice will include the date of posting, the job requirements, classification, the anticipated start date and the qualifications required for the position. <http://www.wghawks.school>

Process for Filling Vacancies: A staff member who applies for a vacant position, prior to the end of the posting period, and meets the qualifications for the position, may be granted an interview for the position. The District retains the right to select the most qualified applicant for any position. The term applicant refers to both internal candidates and external candidates for the position.

Involuntary Transfers: Teachers will be transferred by the District Administration with as much advance notice as possible. No employee will be involuntarily transferred by the District without a conference from the building principal, which will include the reasons for the transfer.

Request for Transfer: Any employee may request a transfer, however, nothing herein shall negate the employer's sole and exclusive right to make transfers as provided in Chapter 20, Code of Iowa. The deadline for filing a request for transfer shall be specified in the vacancy notice that is posted, but shall not be earlier than the end of five (5) weekdays unless agreed otherwise by the employer.

Posting Over the Summer: When a vacancy occurs in a position within the bargaining unit during the summer months when school is not in session, the employer shall post a notice of the vacancy for a period of five (5) weekdays in each building. The deadline for filing a request for transfer shall be specified in the vacancy notice that is posted, but shall not be earlier than the end of five (5) weekdays unless agreed otherwise by the employer and an Association official.

17.02 Extended Contracts

Additional contract days may be added to the contracted school calendar for individual teachers at the discretion of the District. Teachers shall be compensated for said days in accordance with Board policy. Days may be scheduled in full or partial day increments.

SECTION 18. EDUCATION COMPENSATION

The Board may from time to time and at its discretion, provide supplemental compensation to teachers in recognition of educational credits.

18.01 Educational Advancement

Graduate semester credit hours earned above the BA must be earned for promotion across the salary schedule. Said credit shall apply on an employer-approved program leading to the Master's Degree or employer approved graduate hours. When preliminary requests for approved graduate hours are presented to the employer, the employer shall approve or deny requests within ten (10) working days.

- A. Educational Advancement: Notification of intention to advance across the salary schedule shall be in writing to the Superintendent prior to March 1. A transcript of credits shall be presented as evidence (or other substantial verification of attendance) that the necessary hours have been earned. Said transcripts of substantial evidence are to be filed prior to the start of school contract date.
- B. Definition of Educational Lanes: BA schedule shall apply to employees possessing a baccalaureate degree from an accredited college or university. A year of service consists of employment in the Woodward-Granger Community School District for one (1) semester or more in one (1) school year. This applies only to the salary schedule.
- C. Educational Improvement: The Board will pay up to three hundred and fifty dollars (\$350) toward the cost of tuition for course work taken per year per employee for courses approved by the

Superintendent. When preliminary requests for course work are presented to the Superintendent, the Superintendent shall approve or deny the request within ten (10) working days. Upon completion of the course, submit a transcript and proof of payment to the central office.

- D. National Board Certification: The District will pay one thousand dollars (\$1,000) for two (2) years to an employee who earns National Board Certification.
- E. Master's Degree Stipend: Any full-time certified employee who attains a Master's degree MAY CHOOSE TO receive a one time stipend of two-thousand dollars (\$2000), paid within 30 days of the employee providing proof of earning the degree. If the employee who receives the stipend leaves the District within a three (3) year period of receiving the stipend, the employee must pay back the stipend according to the following schedule:

Leave within the first year – 100% payback

Leave after the 1st contract year – 75% payback

Leave after the 2nd contract year – 50% payback

Leave after the 3rd contract year – NO payback

Part time employees will receive a prorated stipend and will be subject to the same payback provisions.

18.02 - TLC - Supplemental Contracts

See the [Woodward-Granger CSD Teacher Leadership and Compensation Guide](#) for a complete description of the District's TLC program.

18.03 Curriculum Planning Projects and Other Projects within the Scope of Employment

When the District assigns a teacher to work on a curriculum project that is outside of the terms of the individual teacher's contract, the teacher shall be paid at their per diem rate. The length of time and maximum number of hours for completion of the project shall be determined by the Superintendent/designee discretion. The compensation above will be paid when the project has been completed and approved by the applicable administrator.

18.04 Overloads/Prep Time

When an employee surrenders preparation time to cover for another employee, the employee will be compensated at their hourly rate.

18.05 Summer School

There will be no vacation, emergency, or sick leave benefits associated with summer school. Any leave needs to be approved in advance and will be unpaid.

Prep time will be compensated at a minimum of one (1) hour prep per every 3 hours of instructional time, plus 5 hours, for the entire duration of summer school. Pay rate for summer school will be \$30 per hour or hourly rate whichever is higher for teaching staff.

18.06 Distribution of Funds

Teacher Salary Supplement (TSS) money is State allocated money and will be distributed to all FTEs. The total amount necessary to move all certified teachers to a minimum salary of \$50,000 and those with twelve or more years of experience to a minimum salary of \$62,000 will be allocated as needed to achieve these State required minimum salaries. All remaining TSS funds will be allocated as follows, an amount equal to 95% of the fiscal year allocation divided by the number of WGEA covered FTE employed by the district.

The District will pay out 95% of the TSS throughout the year and agree that the remaining balance either positive or negative as a result of new teacher hires during the year, is reconciled by equal FTE division and reflected in payroll by June 30. This will result in all TSS money being distributed to the staff in the contract year with no carryover into the next year. The same step level allocation will be applied to the Grandwood salary schedule.

This distribution will be separate from and in addition to the bargained salaries and phase monies.

Section 18A. WAGES AND SALARIES

18.01A Schedule

The salary schedule of each employee covered by the regular salary schedule is set forth in Schedule B which is attached hereto and made a part hereof.

Placement on The Salary Schedule

- A. Credit for Experience: Newly hired WGEA-covered employees will be placed in the salary schedule based on their documented educational attainment and years of relevant experience working in an accredited public or State of Iowa-recognized accredited non-public educational system in a position requiring licensure.
- B. Educational Advancement: Graduate semester credit hours earned above the BA must be earned for promotion across the salary schedule. Said credit shall apply on an employer-approved program leading to the Master’s Degree or employer approved graduate hours. When preliminary requests for approved graduate hours are presented to the employer, the employer shall approve or deny requests within ten (10) working day.Notification of intention to advance across the salary schedule shall be in writing to the Superintendent prior to March 1st. (Suggested form – Schedule D) A transcript of credits shall be presented as evidence (or other substantial verification of attendance) that the necessary hours have been earned. Said transcripts of substantial evidence are to be filed prior to the start of school or by the October board meeting.
- C. Definition of Educational Lanes: BA schedule shall apply to employees possessing a baccalaureate degree from an accredited college or university. A year of service consists of employment in the

Woodward-Granger Community School District for one (1) semester or more in one (1) school year. This applies only to the salary schedule.

- D. Educational Improvement: The Board will pay up to three hundred fifty dollars (\$350) toward the cost of tuition for coursework taken per year per employee for courses approved by the Superintendent. When preliminary requests for course work are presented to the Superintendent, the Superintendent shall approve or deny the request within ten (10) working days.
- E. Career Improvement: National Board Certification The District will pay one thousand dollars (\$1,000) for two (2) years to an employee who earns National Board Certification.
- F. Master's Degree Stipend: Any full-time certified employee who attains a Master's degree MAY CHOOSE TO receive a one time stipend of two-thousand dollars (\$2000), paid within 30 days of the employee providing proof of earning the degree. If the employee who receives the stipend leaves the District within a three (3) year period of receiving the stipend, the employee must pay back the stipend according to the following schedule:

Leave within the first year – 100% payback

Leave after the 1st contract year – 75% payback

Leave after the 2nd contract year – 50% payback

Leave after the 3rd contract year – NO payback

Employees reduced due to District Reduction in Force under any of the terms outlined above will not be expected to pay back the stipend. Part time employees will receive a prorated stipend and will be subject to the same payback provisions. Master's degrees earned by staff in calendar year 2006 will be grandfathered in with this program. The application for this stipend can be found in Schedule F at the back of this contract.

- G. Beginning Fiscal Year 2025 the Grandwood Consortium Program salary differential will be \$6,500.00. WGEA-WGCSD Agreement covered Grandwood employees with a differential exceeding \$6,500.00 will retain the differential calculated in Fiscal Year 2024.

18.02A Method of Payment

Pay Period: Each employee shall be paid twice a month, on the fifteenth (15th) and thirtieth (30th), in twenty-four (24) installments. Non-mandatory deductions will be made from each pay date on a proportional basis. An employee that is .5 fte or less and is not utilizing school benefits is encouraged to visit with the superintendent to request that the twenty four (24) installments be reduced to eighteen (18). Employees shall receive payment by electronic deposit, into an account designated by the employee. When a pay date falls on a weekend day, employees shall be paid on the previous Friday. In the event a new employee does not have a bank account, payment will be made by check for up to two months until an account is secured. Payments for all additional stipends will be paid out on the 15th of every month (unless special circumstances are preapproved and warranted).

Final Pay: Employee(s) leaving the system shall have the option of receiving all or any part of his/her earned contracted salary on the first pay period following completion of the in-school work year providing the

employee give thirty (30) calendar days notice prior to the pay period and said payment shall not create an over expenditure of the budget.

Summer Payment: Summer payments, other than for summer school teachers, shall be by electronic deposit, into an account designated by the employee.

New District Hires: New employees have the option to have their salary divided into 25 installments rather than 24, with the first paycheck to be received on August 30th. This is available ONLY to employees beginning their first year of employment at Woodward-Granger Community School District. This option is available during the first year of employment with the District.

18.03A Extra Assignment & Extended Contract

When the Board determines that an employee is assigned extra duties, additional payment will be made.

Extended Contracts: When an employee’s assignment exceeds the contract year, said employee will receive additional compensation at the rate of one (1) divided by regular contract days of his/her annual contracted salary per day.

Driver Education Salary: Driver’s Education Instructors will be paid on a per diem basis. Salaries on the BA lane steps to be divided by 190 times the number of students. Steps will commensurate with years experience allowed in Section 19.2.

Bus Driving: Driving of school buses by employees shall be voluntary. Should an employee volunteer to drive a bus, he/she shall be compensated at the same rate and basis of District bus drivers. If no volunteer is available, the District may assign an employee to drive a bus for a specific occasion and said employee shall be compensated at the same rate and basis of District bus drivers. All compensation shall be based solely on the actual driving time.

New employees to the district will be paid for one additional orientation day at the beginning of their contract.

When an employee surrenders preparation time to cover for another employee, the employee will be compensated at their hourly rate.

Online Course Instruction and Creation –

- 1. Online courses will be pre-approved by the building administration
- 2. Employees will be paid a flat stipend of \$600.00 for their creation of an online class (this does not include retooling or rearranging a current course).
- 3. Employees will be compensated 3.5% of the BA lane base salary per semester for teaching a WG approved online class.
- 4. Teaching of an online class will be treated as a stipend position with the majority of preparation, grading and communication with students and parents expected to take place beyond regular working hours.

-
5. Online class size will be set at a minimum of five students and limited to 25 students unless the instructor approves additional students.
 6. Woodward-Granger students will have the first opportunity to sign up for the classes offered with the option of offering the class to outside students at a cost equivalent to the districts PSEO rate.
 7. Intellectual property credit will be given on a main page or welcome page to the creator/s of the course, even if the employee no longer teaches the course, or teaches at WG, so long as any part of the original design, materials in the course remain in use by Woodward-Granger CSD and it is understood that the class becomes the property of Woodward-Granger CSD.
 8. Online course language will be in effect on a trial basis for the 2012-13 school year. In the bargaining process of 2013, either party can remove the trial language from the contract, or both sides can agree to modify the concept language.
 9. Saturday School Supervision – Saturday School employees will be determined by building administration at the rate of \$100.00 per four hour session.

18.04A School Nurse

School nurse will be paid as follows:

R.N. (24 months)	85% of BA base
R.N. (36 months)	95% of BA base
R.N. BS	100% of BA base

18.05A School Nurse Credit

Credit up to the fifth (5th) step of any salary level on the employee's salary schedule will be given for preceding nursing years experience upon initial employment so that the new employee is on the same step of salary schedule as his/her completed years of previous nursing experience.. Credit over and above this will be given at the Board's discretion.

18.06A Ticket Taking

Ticket taking will be offered to WG School Support Organizations first. (PTO, Booster Clubs, Little Hawk Football etc.) If there are remaining duties then the employees will be required to take tickets. Employees taking tickets at paid events shall receive fifteen dollars (\$15) per hour for the actual time spent in selling or taking tickets. Volunteers for ticket taking will be sought first. If no volunteers are available, then the District will assign the duty from a rotating list. In addition, Employees need to know their assigned events at least 10 days prior to the event. This would exclude any postseason events that are assigned to the District with less than ten (10) days notice. If an employee cannot cover their assigned event, it is their responsibility to find a suitable replacement. Any rescheduled events will still be the responsibility of the person assigned it. It will be the

employee's responsibility to find a suitable replacement if they cannot cover the re-assigned date. In the case of a rescheduled event the assigned person must have three (3) school days (M-F) notice otherwise it becomes the District's responsibility. Any events rescheduled for a weekend day will be the District's responsibility.

18.07A Staff Development Pay

Staff development will be paid at an hourly rate of \$22 or per diem, whichever is higher.

18.08A Summer School

Summer school will be paid at an hourly rate of \$30 or hourly rate, whichever is higher. There would not be continuing contracts issued for summer school. Leaves are not available for use for summer school. Staffing summer school will be contingent upon funding, positions needed (for secondary) and student enrollment.

SECTION 19. REDUCTION IN FORCE, POSITIONS & HOURS

19.01 Reasons for Reduction in Force

In the event the Board determines to reduce the number of full-time positions or the number of hours in any full-time position, the provisions set forth in this section shall apply.

19.02 Notice of Reduction

The District will provide notice of nonrenewal in accordance with the timelines set forth in Iowa Code. The nonrenewal notice shall specify the effective date of the nonrenewal, the right to a private conference and will refer the employee to the Reduction in Force provision in the WGEA and WGSSA Master contracts.

19.03 Selection for Reduction Steps

The implementation of staff reductions under this section shall be in accordance with the following steps:

Layoffs: When, in the judgment of the Board, decline in enrollment, reduction of program, or any other reason requires reduction in staff, the Administration shall attempt to accomplish it 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 interest of perpetuating the highest quality education program possible, the Administration shall base its recommendation as to resulting contract renewals on the relative skill, ability, competence, certification, qualifications, experience, and seniority of available employees to do the work. If a choice must be made between two or more employees of equal skill, competence, certification, qualifications, and experience to work in a designated area, contract renewals will be given to the employee(s) with the greatest continuous length of service in the District.

Recall: An employee laid off because of staff reduction shall have recall rights for two (2) years from the last day of work to any position for which he/she is certified to meet the requirements of the school system. Having met preceding requirements, recall will be made in the reverse order of lay off. When a vacancy occurs in his/her area of certification, he/she will be notified by certified mail and have five (5) days to respond. It is the employee's responsibility to keep the District informed in writing of changes in address. Any employee recalled will not be given credit on the salary schedule for the time laid off.

Notification of Layoffs: Employees affected shall be notified no later than April 30th.

Nothing in this article shall require the employer or its designee to solicit employee resignations or retirements.

SECTION 20. INSURANCES

20.01 Hospital/Major Medical Insurance

The District shall pay 100% of the single monthly rate premium (\$611.21) on regular full-time employees for the \$1500 POS Plan. For regular part-time employees, the employer's single premium contribution will be on a pro-rata basis and the balance paid by said employee. Married couples may apply both single rates toward the purchase of the family plan. The following table includes all health insurance plans offered to W-G employees and their families:

2026-2027 Monthly Premiums (24 Pay Periods)

Basic Coverages	Monthly Premium	Employee Pays	Employer Pays
Medical			
\$1,500 PPO Plan			
Single:	\$703.31	\$73.85	\$629.46
Employee/Spouse:	\$1,465.65	\$602.38	\$863.27
Employee/Child(ren):	\$1,372.46	\$566.83	\$805.63
Family:	\$2,079.46	\$721.57	\$1,357.89
\$1,500 POS Plan			
Single:	\$650.01	\$0.00	\$650.01
Employee/Spouse:	\$1,356.49	\$515.47	\$841.02
Employee/Child(ren):	\$1,271.57	\$478.11	\$793.46
Family:	\$1,915.88	\$639.90	\$1,275.98
\$3,400 HDHP			
Single:	\$640.42	\$5.12	\$635.30
Employee/Spouse:	\$1,285.90	\$313.76	\$972.14
Employee/Child(ren):	\$1,190.44	\$289.28	\$901.16
Family:	\$1,914.76	\$392.53	\$1,522.23
HDHP/HSA District Contributions			
Single:			\$85.00
Employee/Spouse:			\$85.00
Employee/Child(ren):			\$85.00
Family:			\$85.00
Dental			
Single:	\$35.26	\$0	\$35.26
Family:	\$126.90	\$88.12	\$38.78
Life and AD&D (Employee only)	N/A	\$0	100%
LTD	N/A	\$0	100%
Voluntary Products	Monthly Premium	Employee Pays	Employer Pays
Voluntary Vision			
Single:	\$8.62	\$8.62	0%
Employee/Spouse:	\$16.38	\$16.38	0%
Employee/Child(ren):	\$18.48	\$18.48	0%
Family:	\$24.42	\$24.42	0%
Voluntary STD	Varies	100%	0%
Voluntary Life	Varies	100%	0%
Flexible Spending Accounts	N/A	100%	0%
Voluntary Worksite			
Accident:	Varies	100%	0%
Critical Illness:	Varies	100%	0%
Hospital Indemnity:	Varies	100%	0%
Aura ID Theft Protection	Varies	100%	0%

2026-2027 Monthly Premiums (19 Pay Periods)

Basic Coverages	Monthly Premium (19 Pays)	Employee Pays (19 Pays)	Employer Pays (19 Pays)
Medical			
\$1,500 PPO Plan			
Single:	\$444.20	\$46.64	\$397.56
Employee/Spouse:	\$925.67	\$380.45	\$545.22
Employee/Child(ren):	\$866.82	\$358.00	\$508.82
Family:	\$1,313.34	\$455.73	\$857.61
\$1,500 POS Plan			
Single:	\$410.53	\$0.00	\$410.53
Employee/Spouse:	\$856.73	\$325.56	\$531.17
Employee/Child(ren):	\$803.10	\$301.96	\$501.13
Family:	\$1,210.03	\$404.15	\$805.88
\$3,400 HDHP			
Single:	\$404.48	\$3.24	\$33.44
Employee/Spouse:	\$812.15	\$198.16	\$51.17
Employee/Child(ren):	\$751.86	\$182.70	\$47.43
Family:	\$1,209.32	\$247.91	\$80.12
HDHP/HSA District Contributions			
Single:			\$53.68
Employee/Spouse:			\$53.68
Employee/Child(ren):			\$53.68
Family:			\$53.68
Dental			
Single:	\$22.27	\$0	\$22.27
Family:	\$80.15	\$55.65	\$24.49
Life and AD&D (Employee only)	N/A	\$0	100%
LTD	N/A	\$0	100%
Voluntary Products	Monthly Premium (19 Pays)	Employee Pays (19 Pays)	Employer Pays (19 Pays)
Voluntary Vision			
Single:	\$5.44	\$5.44	0%
Employee/Spouse:	\$10.35	\$10.35	0%
Employee/Child(ren):	\$11.67	\$11.67	0%
Family:	\$15.42	\$15.42	0%
Voluntary STD	Varies	100%	0%
Voluntary Life	Varies	100%	0%
Flexible Spending Accounts	N/A	100%	0%
Voluntary Worksite			
Accident:	Varies	100%	0%
Critical Illness:	Varies	100%	0%
Hospital Indemnity:	Varies	100%	0%
Aura ID Theft Protection	Varies	100%	0%

The insurance program carrier shall be selected by the Board provided the insurance coverage shall be comparable to the previous school year.

Fifty dollars (\$50) shall be paid toward family coverage by the District.

Each employee shall choose between receiving the maximum salary set forth on the salary schedule in the form of salary or receiving family coverage hospital, surgical, and major medical insurance. An employee who elects to have the District pay the premium for family coverage will be paid a salary reduced by the amount of such a premium. This section of the contract in its entirety shall not be subject to grievance.

20.02 Workers' Compensation and School Liability

The Association and Board will make available to all employees summaries of the Workers' Compensation and School Liability Coverage.

20.03 Disability Insurance

The District shall pay the premium for disability insurance coverage up to a maximum of thirteen dollars (\$13) monthly, with coverage to include up to 60% of the employee(s) salary or policy limit until age 65.

20.04 Coverage

The Board provided insurance programs covered by the Agreement shall be for twelve (12) consecutive months. The effective date of insurance coverage for new employees shall be the earliest date allowed by the insurance carrier.

20.05 Continuation

Employees on paid leave shall continue to have Board contributions made according to the level described above.

20.06 Group Term Life Insurance

Each employee shall be covered by group term life insurance paid for by the District that provides a minimum death benefit of fifty thousand dollars (\$50,000) with accidental and dismemberment benefit. The insurance program carriers shall be selected by the Board.

20.07 Dental

The district will provide a single dental plan with orthodontics for full time employees. For regular part-time employees, the employer's single premium contribution will be on a pro-rata basis and the balance paid by

said employee. Married couples may apply both single rates toward the purchase of the family plan. Employees choosing the family plan will pay the difference between the single and family plan.

20.08 Letter of Understanding

The WGEA Master Contract outlines the Committee policy (Article XXI). The Master Contract is available at the Woodward-Granger Central Office.

WGEA requests an annual invitation to the calendar committee, insurance committee, and District employee handbook committees and requests that a W-G Board Member sit on these committees. It is understood that these may not be bargained topics per Iowa Code but the invitation to be present at the table still exists.

20.09 Iowa Public Employee Retirement Contributions (IPERS)

The District will contribute the employer contribution to the Iowa Public Employee Retirement System (IPERS) for each qualified employee.

20.10 Dues Deductions

Iowa Law no longer allows dues deductions of any kind. This provision has been discontinued.

20.11 Other Payroll Deductions

Upon appropriate written authorization from the employee, the Board shall deduct from the salary of any employee and make appropriate remittance for annuities, insurance (including cancer), or any other deductions jointly approved by the Association and the Board.

SECTION 21. POST-EMPLOYMENT BENEFITS

21.01 Sick Leave Payment

The District does not currently compensate employees for unused sick leave. The Board may occasionally offer additional money and/or benefits as part of an early retirement package as per the early retirement board policy.

21.02 Health Insurance

The District does not currently have a policy to compensate and/or offer Health Insurance for retiring employees. The Board may occasionally offer additional money and/or benefits as part of an early retirement package as per the early retirement board policy.

PART III Non-Exempt Staff Without Individual Contracts (I.E. WGSSA, Classified Staff)

SECTION 22. HOURS OF WORK AND WORK SCHEDULE

22.01 Agreement/Letter of Appointment

Each employee shall be issued an agreement that serves as an annual letter of appointment. The timing of this contract/letter will be dependent on the availability of the appointment.

The agreement/letter of appointment (i.e. hire form) shall identify the employee the tentative starting and ending times of the work day, and the pay rate for the position. Specific assignments and hours cannot be guaranteed but an effort will be made to place the employee in a similar position (i.e., assignment, wages and hours) as the one currently held.

A new agreement/letter of appointment shall be issued in cases of transfers, promotions, demotions, and partial or full layoff. In the case of a change of assignment the employee shall be provided with as much notice of the change of assignment as possible as determined by the administration.

22.02 Starting and Ending Times

Because of different schedule requirements, employee's starting, lunch, and finishing times may vary in different assignments and locations. The employee's immediate supervisor will schedule working hours, break periods, and lunch periods.

22.03 Regular Work Week

The employer shall establish the hours of work. Except in emergency situations, two (2) days notice shall be given to affected employees of the change in schedule of hours to be worked. The full-time employee work time shall include daily work and shall be no less than 30 hours per week, exclusive of the lunch break, excepting associates and secretaries who shall be on call during breaks.

22.04 Part-time Employees

A regular schedule of hours shall be prepared for part-time employees. Such a schedule shall be made known to the affected employees.

22.05 Additional Hours & Overtime Approval

- A. Approval: In order for an employee to work beyond his or her regularly scheduled hours in any week, prior approval from the building administrator must be obtained from the building administrator (who must pre approve this with the District Superintendent), prior to any work being performed. Exceptional cases requiring overtime may be approved after the overtime is worked when all administrators/principals/immediate supervisors are unavailable and such pre-approval may cause harm to students, staff, the community or District property.
- B. Pay Rate for Overtime: Time worked over forty (40) hours per week is paid at one and one-half (1.5) rate. Time over forty (40) hours per week does not include sick, vacation, holiday, or personal leave time. The reason for overtime must be documented. For the sole purpose of determining the appropriate pay period for the receipt of overtime pay, a week is defined as a pay period starting at 12:00 a.m. on Sunday and ending at 11:59 p.m. on Saturday.

22.06 Compensatory Time Off

In lieu of overtime pay, employees may, with the agreement of their direct supervisor, choose to receive compensatory time off. Compensatory time off may be taken by mutual agreement between the District and the employee and will be granted at one and one half times (the equivalent of one and one-half time overtime pay).

- A. An agreement must be reached between the District and the employee in order for compensatory time off to be utilized.
- B. The agreement must be reached and accepted before the employee performs the work compensable as overtime. A written record of the agreement must be kept. The agreement must provide for overtime hours to be compensated at a rate of not less than time and one-half for each overtime hour worked.
- C. The District may in its discretion deny a request to use compensatory time off if the employee's absence on the day requested would cause an undue disruption to the District's operations (e.g., another member of the department or grade level has already requested leave on that day; the district has a special event scheduled such as an open house or parent teacher conferences; the district is unable to find a substitute employee and would be left short-staffed, etc.).
- D. If the District denies a request to use compensatory time off, it may either substitute the leave with cash compensation, or notify the employee of a suitable time in which he or she may use his or her earned compensatory time within a reasonable period of time of the original request (e.g., within two weeks of the request).

22.07 Lunch Period

Flexible lunch break arrangements may be made with the building administration. Associates and secretaries shall be on call during lunch breaks and will be paid accordingly for this arrangement.

22.08 Breaks

Iowa law does NOT require that employers give employees a lunch or rest break unless certain conditions exist (they are under the age of 16, there is a union contract or some other employment agreement that promises such breaks, they work in a specific profession, such as truck drivers or airline pilots).

22.09 Emergency School Closings

Educational Assistants, Library Assistants, Building Secretaries, Tech/Preschool Directors:

1. Employees shall not report to work on days when the school to which they are assigned is closed due to inclement weather or situations beyond the control of the District. Any employee not at work when school is closed for an emergency shall not be paid for that day. If the day is not rescheduled, the employee may elect one of the options listed in Section 23.10. Employees shall be required to make days up in the event that the District schedules make-up days.
2. If employees report to work and a decision to close schools is made after that time, those employees will only be paid for the actual hours worked on such a day those employees may elect one of the options in Section 23.10 for time lost due to the partial school closing.

Custodians & Central Office Secretaries

1. If school is canceled prior to the beginning of the normal workday, employees are still expected to report to work. Employees will be given the option of using one emergency day, vacation day(s), taking the day off without compensation, reporting to work with the approval of the direct supervisor, or making up the hours lost at a time mutually agreed upon between the employee and the direct supervisor.
2. If school is canceled after the beginning of the normal workday, employees can leave as soon as possible upon receiving permission from the building administrator/supervisor.

22.10 Emergency School Closing Employee Options if Day/Time is Not Made Up

The employee may select one of the following options if the District does not reschedule the day/time:

- A. The employee may elect to not be compensated for the day/time school was closed.
- Or
- B. The employee may elect to use compensatory time off, vacation, or personal leave time if available.

The employee should notify their supervisor within two (2) school days after the day school is closed, begins late or is dismissed early for an emergency as to which option the employee wishes to select.

22.11 Call-In Pay

Employees called in to work hours outside of their regularly scheduled hours that are not contiguous with their regular work schedule, except as noted below, shall be paid no less than one (1) hour pay. The District may, at

its discretion, require such employees to work the full one (1) hour period. Employees called in to open the building for a special event (i.e. use of school District facility by an outside agency or for co-curricular events) will be paid for the time that the employee is required to be at the District.

22.12 Attendance at Meetings

Employees shall attend such meetings (in-service, staff, parent-teacher conferences, subject area meetings, etc.) and other activities called by an administrator for coordinating the work of employees in the school program. Employees will be required to come in before or remain after the end of the regular workday for the purpose of attending such meetings.

SECTION 23. ASSIGNMENTS, VACANCIES & TRANSFERS

23.01 Job Posting

When a position becomes vacant or a new position is created, notice of such available position shall be posted (via e-mail) internally and may be posted externally simultaneously for a minimum of five (5) working days.

Vacancies will be posted on the District's website. The notice shall include the date of posting, the job requirements, classification, a description of the position available, the tentative work hours of the position, and the qualifications required for the position.

23.02 District Ability to Select the Most Qualified Applicant

The District retains the right to select the most qualified applicant for any position. The term applicant refers to both internal candidates and external candidates for the position.

SECTION 24. PAID VACATION

24.01 Notice

Each employee shall have access to their total number of leaves, vacation days (if applicable) through the Employee Self-Service Portal.

24.02 Scheduling of Vacation

Employees shall schedule vacation time during the summer months when the regular school term is not in session. Employees may take two (2) days vacation on non-teaching days with administrative approval.

Employees may schedule four (4) days of vacation when school is in session with administrative approval. No more than one employee may schedule vacation when school is in session for the same time period. The same guidelines that pertain to personal leave also apply to this leave when school is in session.

24.03 Vacation Accumulation

The vacations for twelve-month employee shall be as follows:

From 0 to 12 months every two months of work equals one day of vacation.

1 year to 9 years 10 days

10 years and over 15 days

Note: Unused vacation may be carried over from year to year unless specified in individual contracts.

24.04 Payment upon Termination/Transfer to a Position Not Eligible for Vacation

Employees who terminate or transfer to a new position within the system that is not eligible for vacation, prior to June 30 of the contract year will be credited for vacation that has been earned up to the point of termination.

24.05 Holidays during Vacation

Should a paid holiday fall during an employee's vacation period the employee shall be allowed to take an additional day of vacation in lieu of such holiday.

SECTION 25. HOLIDAYS

25.01 Holiday Pay Eligibility

Any employee shall be eligible for holiday pay if he/she would have been scheduled to work on that day and if he/she worked the last scheduled day prior to the holiday and the next scheduled day following unless excused by the employer. Illness would not make an employee ineligible for holiday pay.

Note: The winter holiday has three holiday paydays. If an employee misses the day before Christmas break without excused absence, he/she forfeits 1.5 days of holiday pay. If an employee misses the day after Christmas break without an excused absence, he/she forfeits 1.5 days of holiday pay.

Eligible employees who perform no work on a holiday shall be paid at their usual hourly rate, based on the number of hours they regularly work, not to exceed eight (8) hours a day.

25.02 Holidays Defined

Full-time twelve-month employees shall receive the following holidays:

- July 4th • Labor Day
- Thanksgiving Day • Friday following Thanksgiving Day
- Christmas Day • Day following Christmas Day
- New Year's Day • Memorial Day
- One floating holiday (at employee's request and requiring two days' notice)

Full-time eleven-month employees shall receive the following holidays:

- July 4th • Labor Day
- Thanksgiving Day • Friday following Thanksgiving Day
- Christmas Day • Day following Christmas Day
- New Year's Day • Memorial Day

Full-time nine and ten-month employees shall receive the following holidays:

- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Day
- Day following Christmas Day
- New Year's Day
- Memorial Day

25.03 Holidays Falling on Weekends

If a holiday falls on a weekend, the paid holiday may be taken on the Friday preceding or the Monday following

25.04 Holidays Falling on Student Contact Days

If any of the holidays listed in section 26.02, above, falls on a student contact day, the employees shall work their regular hours that day, and shall instead receive a paid holiday on a date determined by the Administration.

25.05 Holidays During Vacation

If any of the above holidays fall within an employee's vacation period, the employee shall be allowed to take an additional day of vacation in lieu of such holiday.

SECTION 26. COMPENSATION

26.01 Schedules

The salary schedules of employees are set forth in the schedules which are attached hereto and made a part hereof.

26.02 Placement on the Salary Schedule

Initial placement of the employee on the salary schedule is based upon the employee's training and experience as determined by the employer. Employees shall be placed no higher than step eight when employed for the first time. Employees shall be allowed a maximum of eight years seniority accrual within the district transferable to a change in classification.

26.03 Advancement on the Salary Schedule

Employees on the regular salary schedule, with board approval, shall be granted an increment. Notification of intention to advance on the salary schedule shall be in writing to the Superintendent prior to September 1st. Employees whose hourly rate exceeds the appropriate salary schedule placement shall be frozen on a step and hourly rate until the salary schedule rates exceed the hourly rate received. Employees may be evaluated every other year or more often at the employer's discretion. If an employee receives a poor overall evaluation, the superintendent may deny a portion of that person's yearly increment (the step increase). If the employee's performance is satisfactory by December 1 of that same year, that increment will be granted from that point on.

26.04 Advancement

A year of service consists of employment in the district for one-half or more consecutive days of their annual individual contract in one school year.

26.05 Out-of-Classification Pay

Employees that temporarily assume the role of Head Custodian working in a higher paid classification for more than five (5) working days shall receive the pay of that classification. Upon completion of the employee's assignment under the higher pay scale, the employee shall revert to his or her former classification and rate.

26.06 Activity and Field Trip Bus Driving

Trips where an overnight stay is required will be paid at the driver's regular rate per hour with eight (8) hours deducted for sleep. Granger/Woodward shuttles will be \$22 per round trip. Activity/field trips will be paid at the driver's regular hourly rate or the sub rate of pay for new driver's that do not have an established rate per hour. This payment includes prep time. Sub drivers are to be paid \$22 per hour for route sub and for activities \$22.

26.07 Method of Payment

Each certified employee shall be paid twice a month, on the fifteenth (15th) and thirtieth (30th), in the payroll cycle following the actual hours worked. Employees shall receive their pay via electronic deposit. Classified staff will be paid twice a month, on the fifteenth (15th) and thirtieth (30th) based on actual hours worked.

26.08 Final Pay

Employee(s) leaving the system shall have the option of receiving all or any part of his/her earned contracted salary on the first pay period following completion of the in-school work year providing the employee gives thirty (30) calendar days notice prior to the pay period and said payment shall not create an over expenditure of the budget.

26.09 Summer Pay Stubs

Summer pay stubs shall be mailed to the address designated by the employee.

26.10 Staff Development

Employees will be reimbursed up to \$250 per year toward the cost of classes taken under the following criteria:

Classes must be outside regular school day unless pre approved by the building principal. Classes must be approved in advance by the superintendent. Staff development must qualify employees for a BoEE substitute certificate in a specific classroom assigned.

SECTION 27. JOB RELATED TRAINING AND LICENSURE

27.01 In-Service Training

The district within its discretion may provide appropriate paid in-service training to each employee.

27.02 Staff Development

Employees will be reimbursed up to \$250 per year toward the cost of classes taken under the following criteria:

Classes must be outside regular school day unless pre approved by the building principal

Classes must be approved in advance by the superintendent. Staff development must qualify employee for substitute certificate in specific classroom assigned

SECTION 28. EMPLOYEE EVALUATIONS

28.01 Evaluation

The primary purpose of evaluation is to provide continuous improvement in the quality of service to the community/students/staff of the District.

28.02 Procedures & Instruments

The District will orient all new employees regarding evaluation procedures and instruments. If an instrument is changed, all affected employees will be reoriented.

28.03 Frequency

The frequency of evaluations shall be established at the discretion of the Board and will be no less than annually.

28.04 Receipt of Evaluation

Each employee shall receive a copy of his or her evaluation. The employee will acknowledge receipt of all documents related to supervision and evaluation by signing and dating the document within ten (10) school days. Acknowledging receipt does not imply agreement with all or part of the documents received. The following statement shall be part of the evaluation instrument:

"The signatures do not indicate agreement or disagreement but merely certify that the observation and conference as noted were held and that the opportunity was available for attaching written clarification/objections at the time of signing."

28.05 Comments, Disputes

Any employee wishing to comment on the evaluation or who feels the evaluation was incomplete, inaccurate, or unjust, may reduce those comments or objectives to writing and have them attached to the evaluation instrument to be placed in the personnel file. An employee may attach a response to any document related to this process after the employee's receipt of the evaluation document(s) listed above.

The file copy of the evaluation and any comments or objectives shall be signed by the employee and evaluator to indicate awareness of the content.

28.06 Evaluators

The District shall have the sole right to determine whether or not employees shall be evaluated and by which supervisory personnel. When a teacher works with an instructional assistant, the teacher may be requested to provide objective input for consideration by the administrator who is evaluating the instructional assistant.

SECTION 29. RESIGNATION FROM EMPLOYMENT

29.01 Notice of Termination of Employment

Employees are asked to provide written notice of resignation of employment, as soon as possible, but at least ten (10) working days prior to the effective date of resignation. The District's obligation to pay the employee's insurance benefits will terminate at the end of the month in which the employee works his/her last day.

SECTION 30. INSURANCES

30.01 Hospital/Major Medical Insurance

The District shall pay 100% of the single monthly rate premium (\$611.21) on regular full-time employees for the \$1500 POS Plan. For regular part-time employees, the employer's single premium contribution will be on a pro-rata basis and the balance paid by said employee. Married couples may apply both single rates toward the purchase of the family plan. The following table includes all health insurance plans offered to W-G employees and their families:

2025-2026 Monthly Premiums

Basic Coverages	Monthly Premium	Employee Pays	Employer Pays
Medical			
\$1,500 PPO Plan			
Single:	\$682.60	\$71.39	\$611.21
Employee/Spouse:	\$1,423.23	\$585.00	\$838.23
Employee/Child(ren):	\$1,333.26	\$550.00	\$783.26
Family:	\$2,015.90	\$700.00	\$1,315.90
\$1,500 POS Plan			
Single:	\$611.21	\$0.00	\$611.21
Employee/Spouse:	\$1,277.03	\$485.00	\$792.03
Employee/Child(ren):	\$1,198.12	\$450.00	\$748.12
Family:	\$1,796.81	\$600.00	\$1,196.81
\$3,300 HDHP			
Single:	\$652.91	\$5.00	\$647.91
Employee/Spouse:	\$1,311.48	\$320.00	\$991.48
Employee/Child(ren):	\$1,214.08	\$295.00	\$919.08
Family:	\$1,953.09	\$400.00	\$1,553.09
HDHP/HSA District Contributions			
Single:			\$85.00
Employee/Spouse:			\$85.00
Employee/Child(ren):			\$85.00
Family:			\$85.00
Dental			
Single:	\$35.26	\$0	\$35.26
Family:	\$126.90	\$88.12	\$38.78
Life and AD&D (Employee only)	N/A	\$0	100%
LTD	N/A	\$0	100%

The insurance program carrier shall be selected by the Board provided the insurance coverage shall be comparable to the previous school year.

Fifty dollars (\$50) shall be paid toward family coverage by the District.

Each employee shall choose between receiving the maximum salary set forth on the salary schedule in the form of salary or receiving family coverage hospital, surgical, and major medical insurance. An employee who elects to have the District pay the premium for family coverage will be paid a salary reduced by the amount of such a premium. This section of the contract in its entirety shall not be subject to grievance.

30.02 Workers' Compensation and School Liability

The association and board will make available to all employees summaries of the workers' compensation and school liability coverage.

30.03 Disability Insurance

The district shall pay the premium for disability insurance coverage up to a maximum of ten dollars (\$10) monthly, with coverage to include up to 60% of the employee(s) salary or policy limit until age 65.

30.04 Coverage

The board provided insurance programs covered by the agreement shall be for twelve (12) consecutive months. The effective date of insurance coverage for new employees shall be the earliest date allowed by the insurance carrier.

30.05 Continuation

Employees on paid leave shall continue to have board contributions made according to the level described above.

30.06 Group Term Life Insurance

Each employee shall be covered by group term life insurance paid for by the district that provides a minimum death benefit of fifty thousand dollars (\$50,000) with accidental and dismemberment benefit. The board shall select the insurance program carriers.

30.07 Dental

The district will provide a single dental plan with orthodontics for full time employees. For regular part-time employees, the employer's single premium contribution will be on a pro-rata basis and the balance paid by said employee. Married couples may apply both single rates toward the purchase of the family plan. Employees choosing the family plan will pay the difference between the single and family plan.

Part IV Administrators

SECTION 31. EVALUATION

31.01 Evaluation

Administrators shall receive written evaluations based on the School Administrators of Iowa's evaluation model, including job related activities, and shall include observation of the administrator's performance as part of the evaluation data. Administrators shall receive a written evaluation annually.

SECTION 32. PROFESSIONAL COMPENSATION AND INCENTIVES

32.01 Educational Incentive, Graduate Credit Reimbursement

Actively employed administrators will receive up to \$2,500.00 annually (per contract year) for credit reimbursement for course work upon proof of successful completion. Course work shall be related to the Administrator's duties or duties for which the Administrator is in training for this District.

32.02 Professional Dues

The Board encourages administrators to remain current of best practices and research in the field of education. The District shall pay annual dues for all local service organization and professional memberships as approved by the District Superintendent.

32.03 Cell Phone

All Administrators/Directors and Central office secretaries will receive a monthly cell phone stipend up to \$100 with verification and proof of the monthly bill that this amount was expended.

32.04 Mileage

All administrators will be eligible for mileage reimbursement with regards to current board policy.

SECTION 33. INSURANCE

33.01 Insurances

Each administrator in the District has an individualized contract. Terms of insurance will be spelled out for each individual based on the contract terms. See contract for terms.

SECTION 34. HOLIDAYS AND VACATIONS

34.01 Holidays

Administrator shall be entitled to time off on the following holidays depending on length of contract:

Full-time twelve-month employees shall receive the following holidays:

July 4th, Labor Day, Thanksgiving Day, Friday following Thanksgiving Day, Christmas Day, Day following Christmas Day, New Year's Day, Memorial Day, One floating holiday (at employee's request and requiring two days' notice)

Full-time eleven-month employees shall receive the following holidays:

July 4th, Labor Day, Thanksgiving Day, Friday following Thanksgiving Day, Christmas Day, Day following Christmas Day, New Year's Day, Memorial Day

Full-time nine and ten month employees shall receive the following holidays:

Labor Day, Thanksgiving Day, Friday following Thanksgiving Day, Christmas Day, Day following Christmas Day, New Year's Day, Memorial Day

34.02 Vacation

Administrators and classified exempt employees who work at least thirty hours per week and twelve months per year shall be entitled to twenty days of paid vacation annually. Vacation days shall be prorated if the individual commences or terminates employment during the contract year.

The Superintendent of Schools or their designee shall maintain a vacation schedule. An employee may carry available vacation days from the current fiscal year forward into the next fiscal year (which begins on July 1). On January 1, all unused vacation will expire and will no longer be available to the employee except for the current year's allocation plus up to ten days from the prior year. Administrators and classified employees will be paid for earned, unused vacation and accrued personal leave upon termination of employment.

SECTION 35. POST EMPLOYMENT BENEFITS

35.01 Sick Leave Accrual

Administration may accrue up to 105 days of sick leave to be used in the event of a long-term illness. A board policy does not exist as it pertains to payment of these accumulated sick days.

35.02 Health Insurance

The Board does not have a policy related to post employment health benefits for administration.

PART V Co-Curricular

SECTION 36. ATHLETIC & ACTIVITY ASSIGNMENTS

36.01 Contract

Employees shall assume responsibility for the supervision of the co-curricular activities that are included in schedule B of the Master Contracts. Such activities shall be governed according to the following guidelines:

- A. Activity assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant.
- B. The stipend for co-curricular activities shall be specified in the extra curricular contract and in schedule B of the WGEA Master contract.

36.02 Payments

Payments for co-curricular activities shall be made in accordance with District payroll procedures.

36.03 Work Schedule

Co-curricular assignments may occasionally occur during part of an employee's regular workday in his/her other position(s) with the District (e.g., as a teacher). In such cases, the employee shall consult with the supervisor of his/her regular assignment to determine the appropriate course of action. In the supervisor's sole discretion, the employee may be (1) required to work a flexible schedule to make up time lost during his/her regular workday; (2) relieved from the requirement to make up the time lost; (3) required to reschedule the co-curricular activity; or (4) required to take any other action that the supervisor deems reasonable.

36.04 Evaluation of Co-Curricular Assignments

Individuals holding extra-curricular assignments shall be evaluated in the manner and frequency that their supervisor deems appropriate. Each employee will be evaluated on an annual basis. When determining the manner of evaluations, the supervisor may take into account such factors as:

- A. the individual's experience with the particular activity;

- B. input received from participants, parents, and other stakeholders;
- C. the extent to which an individual needs additional guidance or oversight; and
- D. any other consideration that a supervisor, in his/or reasonable discretion, deems appropriate.

36.05 Volunteers

Upon approval from the head coach/advisor and the athletic director or principal, an individual may serve as a volunteer coach/advisor for an extracurricular activity. The following guidelines apply to volunteers:

- A. They will not be eligible for salary/wages, stipend, or benefits;
- B. They will be covered by the District's general liability insurance policy while acting as a volunteer coach for the District. However, there is no coverage under the District's liability insurance policy for claims made against volunteers by other volunteers or District employees;
- C. They will be responsible for their own personal injuries (i.e., ineligible for worker's compensation);
- D. They must consent to and pass a background check
- E. They must follow all District activity and athletic policies and procedures and other District policies as applicable;
- F. They accept direct and indirect supervision of the head coach; and,
- G. They may be dismissed at any time without cause.
- H. They must be board approved.

36.06 Co-Curricular Pay Stipends

All payments will be outlined in the WGEA Master Contract

PART VI SUBSTITUTE EMPLOYEES

SECTION 37. ALL SUBSTITUTE EMPLOYEES

37.01 Pre-Employment Requirements

All new substitute staff hires will have to meet all new staff requirements, including but not limited to all criminal background checks.

37.02 Identification Badges

All staff are required to wear an identification badge while in the building. School offices have a supply of temporary ID's, or you may arrange to have a photo ID by contacting the District Technology Department.

SECTION 38. SUBSTITUTE TEACHERS

38.01 Licensure and/or Permit

Day-to-day substitutes who have completed a teacher education program and are properly licensed by the BOEE may teach in any subject or any grade level for up to a maximum 90 consecutive days in one assignment. After the 90th consecutive day in the same assignment, substitutes may only be employed in the subject and/or grade level of their license. A long-term substitute must be certified for the position that is vacant.

A valid teaching license must be maintained. Substitutes with expired or invalid licenses cannot be given assignments or remain in assignments. License renewal applications are available on the <http://www.boee.iowa.gov/>. Click on "Seeking Iowa Licensure."

38.02 Training and Evaluation

Suitable programs of training, orienting and evaluating the work of substitute teachers may be provided by the instructional staff and/or the District as appropriate. As an important member of the staff carrying out the instructional program in the District, you are encouraged to participate in the district's in-service workshops. Contact the Director of Teaching and Learning at the District Central Office (515) 999-8022 for additional information or to discuss opportunities for professional development with building principals.

38.03 Assignment and Professional Responsibilities

The Woodward-Granger School District uses the building secretaries to find and manage substitute jobs in this district. Please contact each building secretary to inquire about the substitute procedures.

- A. Long-Term Substitute Positions: Long-term substitute positions will be posted and selected through an interview process conducted by the appropriate administrator. The long-term substitute recommendation will be referred to the District Superintendent and Board of Education for approval. The person in charge of substitute procurement will be notified.
- B. Professional Responsibilities: The professional responsibilities and duties of substitutes shall be consistent with the regular teacher's responsibilities and duties for which they are substituting. When a substitute is employed as a long-term substitute teacher, or is employed at the end of the semester, and is expected to close out school records, do report cards, and inventories, he/she may be given up to one day to complete these tasks if deemed necessary by the principal. The substitute will be compensated at the applicable substitute rate.

Substitute teachers are expected to leave a note in the classroom or with the building secretary at the end of each day. The following is an outline for what should be included in the note to the teacher.

Substitute's name

Date

Classroom

List of children absent or tardy to class(es).

List behavior problems encountered during the school day, action taken, and how the problem was resolved.

Accidents – accident reports should be filed with the office.

List work not accomplished that was scheduled on basic lesson plans

C. Substitute Teaching Hours: Board Policy requires that substitutes work the same hours as the teacher workday for that assignment. If your work is completed before the end of the teacher workday, notify the building principal or the school secretary if the principal is not available. If you have a prior commitment that requires you to leave before the end of the teacher workday, convey that information upon arriving at the assigned school. The normal hours during which full-time teachers are expected to be at school are considered to be eight(8) hours per day Monday through Friday including a duty-free twenty-five (25) minute lunch period. Teachers will report 30 minutes prior to the start of the school day. The actual workday for each building shall be established by the District.

38.04 Dismissal/Removal from Substitute List

Substitute teachers are casual employees and therefore have no expectation of continued employment. As such substitute teachers may be disciplined or discharged for any reason without recourse to the grievance procedure. Substitute teachers may also be removed from the substitute call list at the discretion of the district.

38.05 Continued Substitute Employment

Notification of continued interest in substitute employment will be mailed to you before the end of June. You are requested to indicate your interest in continuing as a substitute teacher for the coming school year as instructed in the notification letter.

38.06 Miscellaneous Provisions

- A. In-Service: Each per diem substitute may be required to participate in new teacher orientation or teacher in-service day programs in the schools. Per diem substitutes shall be paid at their applicable rate for in-service participation if the employer requires them to attend. Long-term substitutes will be required to attend in-service days and will receive their long-term rate. The principal may, in his/her discretion, determine and notify the long-term substitute that he/she is not required to attend an in-service day(s) and will not be paid for that day. Substitute teachers may participate in after school/summer in-services at no cost, provided teacher's members and/or administrators are able to attend without cost. Substitute teachers may participate in after school/summer in-services at the same cost as teachers provided the vendor offers such a discount to substitute teachers. The substitute teacher may participate at the cost established by the vendor if the vendor does not offer such a discount to substitute teachers. Substitute teachers availability to participate in all of the above school/summer in-services will be on a space available basis as determined by the District.

-
- B. Duty Free Lunch: All substitutes shall be provided with a daily duty-free lunch period of at least twenty-five (25) continuous minutes.
 - C. In-service/Orientation: The District may provide an orientation at the beginning of each school year. Attendance at the in-service will be voluntary and the in-service shall last no more than two (2) hours. Substitute teachers attending the in-service will not be compensated for their attendance.
 - D. Online Services: Long-term substitutes will be provided district email accounts and network access. Substitutes who are compensated at the experienced pay level will be provided with a personalized computer account and password.
 - E. School Closings: The building secretary will make every attempt to notify you of school closings and delays. The secretary will notify you directly via phone or e- mail if school is closed. For delays, a general message is posted on the District web-site. Local radio and television stations will also have this information.
 - F. Security and Safety: Periodically the District will conduct safety drills. Please look around the room for a map and procedures to these drills. All classroom doors are to be kept locked during the day. If you leave the room with the class, the door needs to be shut and locked behind you. While you are in the room you may choose to keep the door open or closed, but in the locked position. All outside doors are kept locked during the school day. Do not leave the classroom unattended, ask an adult in the building for assistance if you need to temporarily leave the students, or use the intercom phone system to call the office. All visitors/parents must sign in at the office while school is in session.

38.07 Substitute Teacher Pay Schedule

The current beginning rate is \$155 per day. A substitute assigned to work over 4 hours per day, will be paid 100% of the daily rate. A substitute who works less than 4 hours or less per day will be paid 50% of the daily rate.

Long-term substitute pay is the professional rate established by the Board. Ten (10) consecutive days in the same assignment constitutes the long-term rate (\$185.00). The long-term sub rate does not apply in special education, library assistant, or other non-teacher certified positions.

Payment for days worked from the 1st through the 14th of the month is on the 30th day of the month. Payment for days worked from the 15th to the last day of the month is on the 15th of the following month. When the 15th or 30th falls on a weekend, during vacations or conventions, the pay date is the last prior workday.

For any additional questions regarding this staff handbook and/or District policies or procedures please contact the Central Office at 515-999-8022.