

Saydel Community School District



2018-2019 Employee Handbook

Version 1
Approved August 13, 2018

Saydel District Office, 5740 NE 14th Street, Des Moines, IA 50313
515-264-0866 * www.saydel.k12.ia.us

DISTRICT EQUITY STATEMENT

It is the policy of the Saydel Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination.

If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator, Julie McKibben, Director of Student Services, 5740 NE 14th Street, Des Moines, IA 50313; mckibbenjulie@saydel.net.

Office for Civil Rights, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661.

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DISTRICT MISSION/VISION AND NON-NEGOTIABLE GOALS

Saydel Mission

The mission of the Saydel Community School District is to serve the unique learning needs of each and every student.

Saydel Vision

The Saydel Community School District will be a district having an uncompromising commitment to quality education and having high expectations for student achievement.

It will be a district:

- Providing the courses of study, environment and resources for students to acquire the knowledge and skills to become responsible and productive citizens in the 21st century.
- Preparing students to graduate, pursue further education or successfully enter the work force.
- Enabling students to take ownership of their future.

Saydel Non-Negotiable Goals

1. Improve student achievement
2. Enhance culture, image and relationships
3. Maximize the use of resources
4. Demonstrate innovation

OPENING STATEMENT

The Board and Administration of Saydel Community Schools values the work of our employees and seeks to maintain a positive relationship with employee groups. The service of staff is key to meeting the vision and goals of the district. To facilitate a strong relationship in light of recent changes to collective bargaining law, this handbook is designed to clarify employee items previously outlined in collective bargaining agreements. The long-term goal of this document as specified by the Employee Relations Board is to provide a one-stop resource for employees to assist them in understanding their duties and benefits as an employee.

This handbook, especially in the early years of implementation, may be modified during the year with Board approval. The contents of this book are in the discretion of the Board, but the district Employee Relations Board will have the opportunity to provide feedback for Superintendent recommendations for modifications and updating.

This handbook is a general source of information and may not include every possible situation that could arise. It is not intended, and does not constitute a contract between the school district and employees. It is the employee's responsibility to refer to the district policies and/or administrative procedures for further information. Generally, policies related to certified and classified employees can be found in the 400 series of the District Board Policies.

Whenever the provisions of this handbook are in conflict with those of a board-adopted policy, an applicable collective bargaining agreement, or any other formal employment contract, the terms of the policy, collective bargaining agreement, and/or employment contract shall govern.

Thank you for your service to the students and families of Saydel.

Respectfully,
Saydel Board of Directors & School Administration

[AGREEMENT BETWEEN SAYDEL SCHOOLS & SAYDEL EDUCATION ASSOCIATION \(SEA\)](#)

[AGREEMENT BETWEEN SAYDEL COMMUNITY SCHOOL DISTRICT AND PUBLIC, PROFESSIONAL AND MAINTENANCE EMPLOYEES \(PPME\)](#)

DEFINITIONS

The “**District**” means the SAYDEL COMMUNITY SCHOOL DISTRICT.

“**Board**” refers to the seven member governing body of the school district that performs three essential functions a) hiring of superintendent b) approve financial processes and annual budget AND c) sets policy for the school district. The Board operates collectively not as individuals.

“**Parent**” also means “**guardian**” unless otherwise stated.

“**School grounds**” includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses.

“**School facilities**” includes school district buildings and vehicles.

“**School activities**” means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

“**Certified**” employees refer to regular full-time and part-time certified classroom teachers, counselors, media specialists, social workers, nurses, athletic coaches and assistants, and special education personnel employed by Saydel School District.

“**Classified**” employees refer to all regular employed bus drivers, custodians, maintenance personnel, mechanics, food service personnel, cooks, assistant cooks, dishwashers, cafeteria aides, laundry service personnel, parking lot attendants, teacher aides, attendance clerks, and Middle School/High School bookkeepers.

“**Administrator**” refers to any certified position requiring administrative licensure (principal, director, etc.).

“**Supervisor**” refers to an employee’s direct manager/leader and/or evaluator.

*An administrator's title, such as superintendent, director or principal, also means that individual's designee unless otherwise stated.

SAYDEL COMMUNITY SCHOOL DISTRICT 2018-2019 SCHOOL CALENDAR

July 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

School Day:

Cornell Elementary School	8:35 – 3:30
Woodside Middle School	7:45 – 2:45
Saydel High School	7:45 – 2:45

August	16	New Staff Begin
August	20	All Staff Begin
August	23	First Day of School for Students
September	3	Labor Day - No School
October	16&18	Parent/Teacher Conferences
October	19	Teacher Professional Development - No School
October	26	WS & HS 1st Quarter Ends (45 Days)
October	29	2nd Quarter Begins
November	16	CE – 1st Trimester Ends (60 days)
November	21-23	Thanksgiving Break - No School
December	21	Winter Break Begins
January	3	School Resumes
January	11	WS & HS 2nd Quarter Ends (44 days) WS & HS 1st Semester Ends (89 days)
January	14	WS & HS 3rd Quarter/2nd Semester Begins
February	11	Teacher Professional Development - No School
February	22	CE – 2nd Trimester Ends (59 Days)
February	28	Parent/Teacher Conferences
March	5	Parent/Teacher Conferences
March	14	WS & HS 3rd Quarter Ends (43 days)
March	15	No School
March	18-22	Spring Break
March	25	WS & HS 4th Quarter Begins
April	19	Teacher Professional Development - No School (TQ Day)
May	22	Senior's Last Day
May	25	High School Graduation 1:00 PM
May	27	Memorial Day
May	30	Last Day of School – 2 Hour Early Dismissal CE – 3rd Trimester Ends (59 Days) WS & HS - 4th Quarter Ends (46 days) WS & HS - 2nd Semester Ends (89 days)

Conferences:
2 hour early dismissal
October 16 & 18 and February 28 & March 5
Conference Schedule Arranged by Building

Board Approved: Each Wednesday, every building will begin 1 hour later. Adjusted start time will be used for staff professional development.

Please Reserve May 31 - June 5 for Weather Cancellation Make-up Days

District Office 264-0866
Cornell Elementary School 244-8173
Woodside Middle School 265-3451
Saydel High School 262-9325
www.saydel.k12.ia.us

January 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

WAGES AND SALARIES

CERTIFIED EMPLOYEE SALARY SCHEDULE

A. Placement on Salary Schedule.

1. New employees coming into the Saydel Community School District may be granted full credit for professional experience at the sole discretion of the Board.
2. Any new employee hired prior to November 1st will be given credit for one (1) year's service toward the next increment step for the following year provided the employee's performance is satisfactory.
3. The Employer has the right to withhold increments of any employee where the employee's work is unsatisfactory.

B. Advancement on the Salary Schedule. Increments. Employees on the regular salary schedule shall be granted one (1) increment or vertical step on the schedule for each year of service until the maximum step for their educational classification is reached. Advancement is subject to satisfactory performance of the Employee and to the meeting of the evaluation requirements for professional growth and development. Formal documentation of employee conduct based on Standard 8 shall also be considered in the determination to advance a step.

C. Extended Contracts. Extended contracts shall be issued at the Employer's discretion for a specified number of days beyond the regular contract. The rate of pay for Employees on extended contracts will be calculated at the employee's per diem rate.

D. Curriculum Work and Training. Such curriculum work and training which extends beyond the normal work day will be paid at \$23 per hour and must be pre-approved by Administration. Timesheets provided by the Employer shall be filed with the Business Manager by the Wednesday preceding the second Friday of the month.

E. Supplemental Contracts. Supplemental contracts shall be issued at the Employer's discretion for activities and responsibilities beyond those connected with regular classroom duties. Supplemental contracts will be paid in accordance with Schedule B attached hereto and made a part hereof.

F. Extra Duty (excluding Extended and Supplemental Contracts). The activities of the school district include functions which extend beyond the normal work day. For the duration of this contract, each employee will be required to work two (2) events (paid and/or approved volunteer events) for the District Activities Department. The Employer or a designee shall coordinate the scheduling of worker assignments. Final determination of assignment and scheduling of workers is at the sole discretion of the employer or designee. If an employee is unable to work their assigned volunteer duty, the employee is responsible for coordinating with the Employer or a designee for an alternate date within one (1) week of

assignment notification. After agreeing to any volunteer or paid assignment, it is the responsibility of the employee to find suitable coverage. Employees will be paid at the rate of \$11 per hour for paid events. Time sheets provided by the Employer shall be filed with the Business Manager within 30 days of the event worked.

- G. Certified-Coverage Pay. If a certified teacher covers a class in lieu of a paid substitute at the request of the building administrator or designee, that certified teacher will be paid the percentage of one substitute day equivalent to the time covered. This is including but not limited to:

K-4:

1. Splitting a classroom of students as equally as possible among the grade level team. Certified-coverage pay for the time covered will be equally divided among those covering the class.
2. Combining another teacher's classroom with their own. Certified-coverage pay equal to the amount of time covered.

5-12:

1. Supervision of a classroom during their own prep period or lunch. Substitute pay equal to the amount of time of that lost prep period or lunch.
2. Combining another teacher's classroom with their own. Certified-coverage pay equal to the amount of time covered.

The building administrator or designee will be responsible for supplying the required paperwork. Unless prior approval by an administrator has been given, all employee absences must be entered as substitute required.

- H. An employee receiving district-requested training outside of the regular school year (summer) is eligible to receive a training stipend. In order to receive this stipend, the training must be at least 30 hours in length, consist of at least six (6) hours per day of training and the employee must not be eligible for compensation through another source. The amount of this stipend will be \$600. Eligibility for this stipend is at the discretion of the Superintendent to support program development or continuation, which requires such training of the employee beyond the contract year. In order to receive this training stipend the training must come at the request of the Superintendent or designee and be intended to support the development or continuation of specialized programs. Specialized programs include, but are not limited to Project Lead the Way, High School of Business, ProStart. Training stipends will not be offered for certification or endorsement requirements. Those receiving a training stipend may also be eligible for a retention bonus. Eligibility will be determined prior to the time of training.

- I. An employee teaching in an area that requires significant training outside of the regular school year defined as training that is at least 30 hours in length and be held outside of the teacher's regular contract. To support the development of a new program or the continuation of an existing program may be eligible to receive a yearly retention bonus. This retention bonus will be in the amount of \$1,200, renewable for three years, or until the program is eliminated, whichever should occur first. The employee will receive the first retention bonus in September after the first full year of implementation of the

program and for three (3) years after if the employee is still teaching in the program. Eligible programs include, but are not limited to Project Lead the Way, High School of Business, and ProStart. Receipt of the retention bonus is at the sole discretion of the Superintendent. This retention bonus is not offered for certification or specialized endorsements.

Step	Description	RN	BA/BSN	BA+10	BA+20	MA	MA+10	MA+20	MA+30	Eds
1	Total Salary	\$ 29,820	\$ 40,539	\$ 41,539	\$ 42,539	\$ 43,939	\$ 45,139	\$ 46,339	\$ 47,539	\$ 48,739
2	Total Salary	\$ 30,570	\$ 41,239	\$ 42,414	\$ 43,564	\$ 45,069	\$ 46,314	\$ 47,564	\$ 48,829	\$ 50,114
3	Total Salary	\$ 31,320	\$ 41,939	\$ 43,289	\$ 44,589	\$ 46,199	\$ 47,489	\$ 48,789	\$ 50,119	\$ 51,489
4	Total Salary	\$ 32,070	\$ 42,639	\$ 44,164	\$ 45,614	\$ 47,329	\$ 48,664	\$ 50,014	\$ 51,409	\$ 52,864
5	Total Salary	\$ 32,820	\$ 43,339	\$ 45,039	\$ 46,639	\$ 48,459	\$ 49,839	\$ 51,239	\$ 52,699	\$ 54,239
6	Total Salary	\$ 33,570	\$ 44,039	\$ 45,914	\$ 47,664	\$ 49,589	\$ 51,014	\$ 52,464	\$ 53,989	\$ 55,614
7	Total Salary	\$ 34,320	\$ 44,739	\$ 46,789	\$ 48,689	\$ 50,719	\$ 52,189	\$ 53,689	\$ 55,279	\$ 56,989
8	Total Salary	\$ 35,070	\$ 45,439	\$ 47,664	\$ 49,714	\$ 51,849	\$ 53,364	\$ 54,914	\$ 56,569	\$ 58,364
9	Total Salary	\$ 35,820		\$ 48,539	\$ 50,739	\$ 52,979	\$ 54,539	\$ 56,139	\$ 57,859	\$ 59,739
10	Total Salary	\$ 36,570		\$ 49,414	\$ 51,764	\$ 54,109	\$ 55,714	\$ 57,364	\$ 59,149	\$ 61,114
11	Total Salary	\$ 37,320			\$ 52,789	\$ 55,239	\$ 56,889	\$ 58,589	\$ 60,439	\$ 62,489
12	Total Salary	\$ 38,070			\$ 53,814	\$ 56,369	\$ 58,064	\$ 59,814	\$ 61,729	\$ 63,864
13	Total Salary				\$ 54,839	\$ 57,499	\$ 59,239	\$ 61,039	\$ 63,019	\$ 65,239
14	Total Salary				\$ 55,864	\$ 58,629	\$ 60,414	\$ 62,264	\$ 64,309	\$ 66,614
15	Total Salary						\$ 61,589	\$ 63,489	\$ 65,599	\$ 67,989

CLASSIFIED EMPLOYEE WAGES

A. Employees shall be paid at the rate specified for their job classification as follows:

SCHEDULE A

JOB CLASSIFICATION AND STRAIGHT TIME – HOURLY WAGE RATE

Job Classification	Base Rate 2018-19	Base Rate 2019-20	Base Rate 2020-21*
Custodian (Full-Time)	\$17.18	\$17.48	\$17.78
Custodian (Part-Time)	\$15.85	\$16.15	\$16.45
Warehouse Custodian	\$17.58	\$17.88	\$18.18
Special Projects/Seasonal Help	\$10.00	\$10.00	\$10.00
Kitchen Manager	\$16.94	\$17.24	\$17.54
Cooks	\$14.94	\$15.24	\$15.54
Kitchen Aides	\$14.48	\$14.78	\$15.08
Cashier	\$14.43	\$14.73	\$15.03
Teacher Assistant-Special Education	\$14.63	\$14.93	\$15.23
Teacher Assistant-Specific Programs	\$14.63	\$14.93	\$15.23
Teacher Assistant-General Duties/Supervision	\$14.18	\$14.48	\$14.78

* In fiscal year 2020-21, if Supplemental State Aid is 2.5% or greater, the base rates will increase an additional \$.05 per hour.

- B. Pay period. Payment shall be made the 20th day of each calendar month. When the 20th day falls on or during a school holiday, vacation or weekend, or a day when school is not in session employees shall receive their paychecks on the last working day prior to the 20th.

Employees, except cooks, may be paid on a 12-month basis (12 equal installments) or paid for actual time worked each month (cooks are always paid monthly, actual time). Those employees electing to be paid in 12 equal installments on a monthly basis must notify the District's business office on or before June 1, if they are 12 month employees and all other employees must notify on or before July 1. Any employee who fails to provide timely notice will be paid for actual time worked each month of the year. New employees shall be paid each month for actual time worked. Employees who change from twelve (12) months to ten (10) months shall remain at ten (10) months thereafter.

- C. Employees who are transferred to a higher job classification for twenty (20) or more working days shall be paid at a higher rate after completion of the twentieth day, retroactive to the first working day in the higher classification.
- D. Employees shall be given athletic passes to regular district events for themselves.
- E. If an employee retires from the Saydel School District with 10 years of service and has reached 60 years of age, that employee will receive an individual lifetime pass to all Saydel Community School District sponsored activities.
- F. Uniform Reimbursement
1. Regularly employed food service personnel will be reimbursed for required clothing (shirt, pants, shoes) in the amount of \$140 per year upon presentation of a valid receipt to the business office. This does not include substitutes.
 2. Custodians, who are required to wear a District approved uniform, will be provided the uniform, including cleaning and servicing, at no cost to the employee. The employee will be responsible for the costs of replacing any lost or damaged uniforms. New employees shall place a \$100 deposit for uniforms which shall be returned upon separation and uniform return. Deposit can be taken through payroll deduction.
- G. Longevity. All regular employees will receive eleven cents (\$0.11) per hour, in addition to the hourly wage rate, after each five (5) years of continuous employment with the District.
- H. Maintenance of Certification. With prior District approval, the District will pay for any training necessary for custodial personnel to maintain any special certification or license required for the performance of their job duties.

- I. Food Service Certification. The District will reimburse food service personnel for annual dues to the FSMA and ISFMA. The District will reimburse food service employees for the cost of attending district approved certification courses.

- J. Substitute Authorization Certification. Teacher Aides, who have obtained their Substitute Authorization Certification and agree to work as a substitute teacher in either a special education or Title I classroom, shall be compensated at the teacher substitute rate, as approved by the District, in lieu of their regular hourly rate for any days they perform as a Substitute Teacher.

EMPLOYEE INSURANCE

CERTIFIED

- A. Life Insurance. The Employer will provide for each regular full-time employee a term life group insurance policy equal to the current base salary.
- B. Long-term Disability Coverage. The Employer will provide for each regular full-time employee group insurance long-term disability coverage comparable to the group long-term disability coverage plan provided employees at the time of this Agreement. Benefits, which are based on the employee's scheduled salary, shall begin upon termination of the waiting period or exhaustion of accumulated sick leave, whichever last occurs.
- C. Health Insurance. The Employer will pay \$664.97 per month in 2018-19 for each regular full-time employee toward the purchase of health insurance. For those employees who do not choose to participate in the group health insurance plan and were on the TSA only in lieu of insurance option during the 2015-16 school year, the Employer will make a health flex contribution of \$250 per month into the employee's Section 125 (cafeteria) plan.

For employees starting after August 1, 2017, the District will pay \$583.29 per month in 2018-19 for each regular full-time employee toward the purchase of health insurance.

- D. Dental Insurance. The Employer will pay up to the amount of the full single premium cost for each regular full-time employee comparable to the Dental group insurance plan provided to the employee at the time of this Agreement.

CLASSIFIED

Full-time and regular part-time employees are eligible for the following benefits:

- A. Life Insurance. The employer will provide for each eligible employee a group insurance policy consisting of \$12,000.00 accidental death and dismemberment attachment at District expense.
- B. Health Insurance. The employer will pay \$625 per month in FY 2018-19 toward the purchase of insurance. For all eligible employees who choose not to take health insurance, the Employer shall provide a TSA, in which the Employer contributes \$340 per month for FY2018-19, per eligible employee.
- C. Long Term Disability Insurance. Long term disability insurance (income protection) shall be provided all eligible employees. The employer will provide each eligible employee group long term disability insurance comparable to the group long term coverage plan provided employees at the time of their agreement.
- D. Dental Insurance. Employees may participate in the District's dental program. Premiums shall be paid by the employee through payroll deductions.

- E. Coverage. New employees shall be covered within thirty (30) days of their initial employment.
- F. Carrier. If a change in carrier is being considered a Union representative will have an opportunity to meet and confer with the Employer; but any change in the selection of an insurance carrier remains the prerogative of the Employer.
- G. Section 125. The District will offer a Section 125 plan which allows an employee to pay the monthly health insurance premium not covered by the District, with pre-tax dollars.

HOURS OF WORK

CERTIFIED

1. A normal work day shall consist of eight (8) hours which shall include a normal scheduled paid and uninterrupted lunch period of thirty (30) minutes when employees are not available for conferences with students or parents or for supervision unless an emergency requires supervision (for example: fire, casualty, injury to a student, sudden illness or injury to the supervisor on duty, or situations involving the safety of the students).
2. On Friday, or day designated by the building principal, employees may be released from fifteen (15) minutes of the eight (8) hour work day based on building level busing requirements.
3. On holiday or vacation days employees may be released from fifteen (15) minutes on one day immediately adjacent to the holiday or vacation based on building level busing requirements.
4. Employees may be required to attend not more than ten (10) faculty, professional, special education, or curriculum meetings per year for not more than forty-five (45) minutes before or after the regular contract day without additional compensation.
5. In addition to the above, employees may be required without additional compensation to attend not more than three (3) evening meetings outside the regular school day during the school year. The Employer shall provide at least two (2) days notice of an evening meeting. On the day of, or the proceeding day of the three evening meetings, teachers may be released from fifteen (15) minutes of the eight (8) hour work day based on building level busing requirements.
6. Employees present at school-sponsored events or who are on school premises whether assigned or unassigned specific duties at that event or time shall exercise supervisory responsibilities over those in attendance and shall seek to protect the school property and such supervision shall be without additional compensation.
7. Part-time employees shall work the percent of the eight (8) hours day correlation with their percent of employment.

CLASSIFIED

1. Purpose. The purpose of this Article is intended to define the normal hours of work, and shall not be construed as a guarantee of hours of work per day or days of work per week. The determination of the daily and weekly work schedule shall be made by the Employer.
2. Work Week. The work week shall begin at midnight on Sunday and end at midnight the following Sunday.

3. Snow Days. Employees who are not required to report for duty due to the closing of a building because of weather conditions may be required to make up such days. The employees required to make up such a day on a Saturday will receive their regular pay unless they work more than 40 hours per week and then overtime provisions shall apply. If the employee is required to make up such a day on a Sunday, he/she shall be paid at the rate of one and one-half times his/her regular rate. There shall be no pay for days that are not made up.

HOLIDAYS AND VACATIONS

CERTIFIED

A. All members of the bargaining unit shall be entitled to the following five (5) paid holidays:

1. Labor Day
2. Thanksgiving Day
3. Christmas Day
4. New Year's Day
5. Memorial Day

No employee shall be required to perform duties on any of the above holidays.

B. Representatives of the Association and the administration shall meet prior to March 15 to discuss dates for the establishment of winter and spring vacations.

CLASSIFIED

A. When a holiday occurs during an employee's vacation, the employee shall receive one (1) additional vacation day

B. When a holiday falls on Saturday, the day before shall be considered the holiday. When a holiday falls on a Sunday, the following day shall be considered the holiday.

*Classified holidays are specified in the PPME contract agreement, page 7.

PAYROLL DEDUCTIONS

SALARY DEDUCTIONS

Upon written authorization from an employee, the Employer shall deduct from the salary of an employee for tax-sheltered annuities (from a District approved list, including NEA Value Builder), SERVE Credit Union or Greater Iowa Credit Union, United States savings bond, Dollars for Scholars, or United Way. All amounts must be at least ten (\$10) dollars or more per month. The employer shall offer direct deposit to employees who choose to participate in such a program, providing that the district's bank offers such services.

DIRECT DEPOSIT

All new employees (July 1, 2007) shall participate in the direct deposit program. All employees participating in a direct deposit program shall have their salaries deposited on the twentieth day of the month. When a pay date falls on or during a school holiday, vacation, or weekend, the employees' salaries shall be deposited on the previous working day. Changes to TSAs may only be made in writing, may only be made with the September and January payrolls, and must be in the District Office by the Wednesday preceding the second Friday of the month in which the change is desired.

EVALUATION PROCEDURE

CERTIFIED

A continuous program of performance appraisal will be established for all personnel. Appraisal of professional employees will be made in accordance with the performance standards, criteria, and procedures approved by the Board of Directors. To facilitate ongoing conversation, the Superintendent will assemble a district evaluation team to continuously review evaluation items. This committee will consist of the following:

1. One teacher per building, selected by the Association, along with one administrator per building, and one administrator from the District Office selected by the District, will constitute the performance appraisal committee.
2. The performance appraisal committee will be responsible for considering and suggesting revisions, modifications, and/or redesign of the district's appraisal standards, criteria, and procedures.

[Teacher Evaluation & Observation Manual](#)

CLASSIFIED

- A. The performance of employees in their first and second years of employment shall be observed and evaluated a minimum of once each semester. Adjustments may be made for those employees starting other than at the beginning of the year. Employees beyond their second year of service will be observed and evaluated at least once each year during the first semester.
- B. The immediate supervisor will, within one hundred twenty (120) days after the employee's duties officially commence, acquaint the employee with the evaluation forms and procedures. Custodians and maintenance employees will be evaluated by their administrator and/or supervisor.
- C. The evaluation will be in writing and a copy given to the employee.
 1. The written evaluation of the employee will be followed within 20 days by a personal conference between the employee and the evaluator.
 2. The employee shall have the right, if he/she disagrees with the evaluation, to submit a written explanation to his/her immediate supervisor and file copies with the superintendent within five (5) working days of the evaluation conference.
 3. The written response of explanation to all evaluations will be attached to the file copy of the evaluation.
- D. The employee will sign the evaluation. Such signature shall be understood to indicate

the employee's awareness of the content but such signature will not necessarily mean agreement with the evaluation.

- E. No written comments concerning the employee's performance shall be placed in the employee's official personnel file unless they have been copied to the employee. The employee shall have the opportunity to respond in writing which response must be made within five (5) working days. The employee will be granted a meeting upon request. Request must be made within five (5) days of providing the written response.

EMPLOYEE PERSONNEL FILES

Employees shall have the opportunity to review their personnel files, with the exception of confidential letters of recommendation and college and university credentials. Such review shall be conducted in the presence of the Principal, Superintendent or designee, during ordinary office hours, and at a time when the employee is not required to be on duty. No material shall be removed from the file by the employee during such review. At the employee's request, a representative of the applicable collective bargaining unit may accompany the employee when the employee reviews his or her file. If any written document pertaining to the employee's performance is included in the personnel file, the employee shall be notified by the Superintendent, Principal or his/her designee within ten (10) working days of its inclusion. The employee shall sign the document to indicate they have received a copy. Failure to notify an employee within the specified timeliness shall prohibit the inclusion of the document in the file. The employee shall have the right to respond to all materials contained in the employee's personnel file. Such response must be made within ten (10) working days after receipt of the document by the employee. Such response is to be dated, signed, and attached to the item in question and inserted in the personnel file, and a copy provided to the Principal or immediate supervisor. If the employee believes a document to be inappropriate for inclusion in the personnel file, the employee may appeal to the Superintendent for removal of the document.

TRANSFER PROCEDURES

CERTIFIED

A. Definitions.

1. Voluntary Transfer. The movement to a vacant position from one building, grade level, or subject area to another building, grade level, or subject area based upon the request of the employee is a voluntary transfer.
2. Involuntary Transfer. The movement to a vacant position of an employee from one building, grade level, or subject area to another building, grade level, or subject area as determined and directed by the District, and not based upon the request of the employee, is an involuntary transfer.

B. Posting of Opportunities to Transfer.

1. When school is in session, a notice of an opening creating an opportunity to transfer to another building shall be sent to the Association Representative, each school, and posted in the office or faculty room for three (3) calendar days before the final date when applications must be submitted.
2. Summer. During the summer months, notice of vacancy shall be provided to the Saydel Education Association and posted in the lobby of the Administration Building. Additionally, a copy of the notice of vacancy shall be provided to the building representative. The Association shall provide the district with a list of the building representatives prior to June 1. Employees wishing to be kept informed during the summer months of specific vacancies within the District for which they are qualified, shall file a written request in the Administrative offices of the District prior to the last day of scheduled classes. The request shall be on a form provided by the District. If possible, an employee who files such a request will be notified by telephone or mail on the date of posting and must report for an interview within five (5) days from the posting.
3. Mid-year vacancies. Vacancies which occur during the school year or after August 1 shall be filled at the discretion of the Employer. Such positions may be filled by an appointment which shall not exceed the end of the school year, in which case such positions must be posted as vacancies for the following school year. In the alternative, such positions may be filled by posting of vacancy as provided in this Article. If the position is filled by an employee seeking voluntary transfer, or if no employee applies for the position, no further notices need be posted.

C. Voluntary Transfer. All current employees possessing the necessary qualifications for a transfer will be given consideration prior to the district looking externally. Applications shall be in writing and shall name the transfer for which the employee wishes consideration. Transfer to a job vacancy shall be based primarily upon the following criteria:

1. No transfer or outside hire shall be granted until all transfer employee applicants have a conference with the building principal.
2. Transfer to a job vacancy shall be based primarily upon the following criteria:
 - Teaching experience.
 - Certification endorsements and educational preparation:
Grades K-8: The primary consideration shall be endorsements and educational preparation relative to K-8 level which shall have priority and consideration over other endorsements and educational preparation.
Grades 9-12: The primary consideration shall be endorsements and educational preparation within the subject area of assignment consistent with Saydel Education Association requirements which shall have priority and consideration over other endorsements and educational preparation.
 - Subject area and/or grade level needs.
 - Skill and ability as determined through the evaluation procedure.
 - Recent training in area of assignment.
 - Qualification for co-curricular programs determined by certification, training, experience and ability.
 - Seniority in the Saydel Community School District.
3. When applicants have qualifications that are relatively equal, employees who have been involuntarily transferred the year before shall be given first consideration over other persons seeking voluntary transfer.
4. When the foregoing factors are relatively equal, the employee with the most seniority in the Saydel Community School District will be transferred.

**If a voluntary transfer request is denied, the employee shall receive a written explanation of the reasons for the denial.

- D. Involuntary Transfer. Involuntary transfers shall be made upon the needs of the School District as determined by the administration. No position will be filled by means of involuntary transfer if there is a qualified, based on Voluntary Transfer (section C), volunteer within the system available to fill said position. Involuntary transfers will be based on seniority, with the least senior qualified employee(s) being transferred first. All such transfers shall be made after a conference with the employee. The decision will be made known to the employee involved in the transfer and shall be reported to the Board of Directors. The Association may have a representative at the conference with the employee.
- E. Applications. Employees who desire to apply for the transfer shall submit their applications in writing to the Superintendent or a designee within three (3) calendar days from the date of posting. An application for transfer shall not be entitled to any priority or preference one

over the other, regardless of the time or date of filing. When a transfer request is filed, all applicants shall be notified of the decision of the administration within 30 calendar days of the posting termination date.

- F. Employer initiated employee assignment to a position not vacant, shall be considered employee assignment, not a transfer and not be applicable to the preceding transfer procedures (A.-E.). Employer initiated transfers are at the discretion of the administrator and must be approved by the superintendent of schools prior to being initiated.

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- A. Employee-Initiated Transfers Within a Job Classification. Definition. A transfer for purpose of this paragraph shall mean voluntary movement of an Employee to a different building or subject area within a given job classification.
1. Purpose. For the purpose of this paragraph, transfers may be made within the following classifications: 1) Custodian Full and Part time; 2) Food Service – Kitchen Manager, Cook, Cashier and Kitchen Aide; 3) Teacher Assistant General Duties/Supervision; Teacher Assistant Specific Programs (including but not limited to ELL, Title, Preschool); Teacher Assistant Special Education.
 2. Procedures. The Employer shall determine whether an opening or vacancy exists within a given job classification. Notice of such opening or vacancy will be posted in the administration office and sent to each building. The notice shall be posted in each building office and employees' work area. The Employer shall mail a copy of all vacancies to all designated Union Stewards within the classification on the first day of each posting. Notice of said opening shall include the job qualifications as deemed necessary. Within seven (7) full days from the date of the posting and mailing of said notice, any Employee within that job classification desiring to apply for the opening shall do so by filing a written statement with the office of the Superintendent of Schools. The Superintendent of Schools shall notify each applicant when the position is filled.
 3. Granting Transfers. All transfer requests by employees within the job classification when the opening exists will be honored before any transfers from another job classification or new hires are considered. The employer shall be the sole judge of each applicant's qualifications for the opening. When two (2) or more applicants have relatively equal qualifications the employee applicant with the greatest seniority within the Unit shall be given priority.
 4. Transfer. In the event an employee transfers to a position that involves a special needs child, the building team may review the transfer, including meeting with the employee, and make a decision as to whether the employee's working with this child is in the child's best interest and/or consistent with the requirements of the IEP. If the team decides it is not in the child's best interest, the employee shall return to his/her previous position (i.e., prior to the transfer). If the team determines that the employee is suitably matched with the child and IEP then the employee will stay in the position.

5. Limitations. Probationary employees, or employees who have been placed on notice for poor work performance, within nine (9) months of being placed on notice for poor work performance, will not be eligible for any transfers within a given job classification.

B. Cross Job Classification Employee-Initiated Transfers. Definition: A transfer for the purpose of this paragraph shall mean a movement of an employee to another job classification or job category within the District. The Employer shall determine whether an opening or vacancy in a job classification exists. This paragraph shall not be construed as restricting the Employer from exercising its right to fill any vacancy with a temporary employee or to prohibit the Employer from directing the work of its public employees. Further, the Employer maintains the right to hire and assign new employees to any position; however, present employees shall be given first consideration for transfers upon following the application procedures specified below.

1. Procedures. When the employer determines there is a permanent vacancy or opening, notice of such opening will be posted in the administration office and sent to each building. The notice shall be posted in each building office and employees' work area. During the summer, Christmas, or spring break, a copy of the notice shall also be mailed to the Union Stewards on the same date as posting, and deposited in their campus mailboxes, if applicable. (Stewards receiving notice shall be custodians, kitchen and teacher assistants.)

Notice of said opening shall include the job qualifications as deemed necessary. Within five (5) from the date of the posting and mailing of said notice, any employee desiring to apply for the opening shall do so by filing a written statement with the office of the Superintendent of Schools. The Superintendent of Schools shall notify each applicant when the position is filled.

2. The employer shall be the sole judge of each applicant's qualifications for the opening. When two (2) or more applicants have relatively equal qualifications, the employee applicant with the greatest total seniority shall be given priority.

C. Summer. During the summer months, notice of vacancy shall be posted in their regular work areas and the lobby of the Administrative Building. Employees wishing to be kept informed during the summer months of specific vacancies within the District for which they are qualified, shall file a written request in the Administrative Offices of the District prior to the last day of scheduled classes.

STAFF REDUCTION PROCEDURES

CERTIFIED

- A. The Employer will take into account attrition and possible transfers to determine whether a layoff is necessary.
- B. The Employer shall have the right to determine when it is necessary to have a reduction in staff and shall inform the Association in writing of the reasons for such reduction. The Employer will meet at the request of the Association to interpret the statement of reasons. When in the judgment of the Employer there is a necessity for a reduction in staff, the Employer shall accomplish the same using the following procedures.
 1. Employees in the areas needed for reduction who are presently on Intensive Assistance of the Teacher Awareness and Assistance Process, identified by an evaluation for Intensive Assistance, or had a formal written reprimand for employee performance the following year shall be laid off first.
 2. Reductions shall be made in the following classifications:
 - A. Grade K-6 Classroom Teacher
 - B. Grade K-6 Special Education Teacher
 - C. 7th-12th Departments
 1. Industrial Technology
 2. Language Arts
 3. Social Studies
 4. Business & Computer Education
 5. Family & Consumer Science
 6. Math
 7. Science
 8. Multi-Occupations
 9. World Language
 10. Special Education
 11. Any other not specified above
 - D. Special Areas of Service
 1. K-12 Guidance
 2. K-12 Media Specialists
 3. K-12 Music Teacher
 4. K-12 Physical & Health Science Education Teachers
 5. K-12 Art Teachers
 6. Nurses
 7. K-12 At-Risk Teachers (Title I, Success, Behavior, Academic)
 8. Preschool
 9. K-12 ESL Teachers
 10. K-12 ELP Teachers
 11. Any other not specified above

3. Seniority will be considered; however, consideration of endorsements and practical experience, employee performance, and/or formal documentation of employee conduct based on Standard 8 will override seniority.
4. In the event such reduction cannot be accomplished by consideration of employee endorsements, employee performance, employee conduct and/or preparation, then the total, full time equivalent years of teaching experience outside of the District shall be used.

Such reduction may be accomplished through the involuntary transfer procedure, where possible and this procedure shall take precedence over the voluntary transfer procedure.

C. Recall Provisions

1. An employee terminated under this section shall be eligible for recall to available positions up to one (1) year from June 30 of the year of termination. To be eligible for recall, the employee must make written application for recall with the Superintendent of Schools, with a copy going to the Association President, within thirty (30) days from the date the employee is terminated. The employee shall keep the Secretary of the Board of Education informed of the employee's current address and telephone number.
2. Any employee who is recalled under this section shall be placed on the salary schedule at the same step in effect for the employee at the time of termination.
3. An employee who is recalled shall report to the Superintendent for assignment within fifteen (15) calendar days after the recall notice is mailed. Failure to report within such time results in loss of recall rights.

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- A. The Board shall have the right to determine when it is necessary to have a reduction in staff and shall have the right to determine which position shall be reduced.
- B. Procedures. When the Board determines a reduction in staff is necessary, the following procedures shall be followed:
 1. The Board shall attempt to accomplish reduction through natural attrition within the classification where reduction is being made.
 2. In the event the Board determines a reduction in staff cannot be adequately accomplished through attrition, the Board shall reduce probationary employees within the affected classification first. If further reductions are necessary or there are no probationary employees within the affected classification, the Board shall reduce part-time employees within the classification where reduction is being made unless the part-time employee is needed to maintain an existing office or department or possesses special skills and ability required to meet the needs of the school district.

3. In the event the Board determines a reduction in staff cannot be adequately accomplished through attrition and/or the reduction of probationary and part-time employee pursuant to paragraphs B.1 and B.2, the Board shall consider job performance and employee conduct.
4. In the event the Board determines a reduction in staff cannot be adequately accomplished through attrition and/or the reduction of probationary and part-time employee or employee performance/conduct pursuant to paragraphs B.1, B.2 and B.3, the Board shall consider seniority.
5. The District will notify by mail no later than July 1st employees whose positions are anticipated to be eliminated and their employment terminated before the start of the school year. During the school year, the District will provide employees with thirty (30) days' notice before their position is reduced and their employment terminated.
6. Reduction shall be made in the following classifications:
 - a. Custodian – Full Time
 - b. Custodian – Part Time
 - c. Warehouse Person
 - d. Kitchen Manager
 - e. Cooks
 - f. Kitchen Aide
 - g. Cashier
 - h. Teacher Assistant-General Duties/Supervision
 - i. Teacher Assistant-Specific Programs
(including but not limited to ELL, Title, Preschool)
 - j. Teacher Assistant-Special Education

Any employee reduced from a one person classification shall be allowed to replace the least senior employee, who works similar hours, in a different classification for which he/she is qualified and has had previous in-District experience.

*Teacher Assistant. If staff reductions for multiple positions within each Teacher Assistant classification are to be done at the end of the school year, the District will notify all Teacher Assistant. The District will compile a list of the remaining positions and the associated hours of work for each position. Each employee with the appropriate certification/qualification starting with the most senior employee will have the opportunity to apply for on any remaining open position or be laid off. Certification or qualifications will be the controlling factor. When all certifications or qualifications are equal, seniority will be the controlling factor. The District will notify employees of the time and date on which they are to complete their application. Times and dates will be in the order of certification or qualification, with the most senior employees being first on the list.

C. Recall Provisions

1. Recall. If an opening occurs within a specific job classification within one (1) year of the layoff, Employees meeting the job classification requirements will be recalled in the inverse order of layoff.
2. Employees on layoffs shall notify the Superintendent of Schools or his/her designated representative of their availability for recall and must keep their addresses and phone numbers known to the Employer. Any change of address must be in writing.
3. Laid-off employees must report for work within three (3) days after notice sent by certified or registered mail to the Employee's last known address informing him/her to report to work. If an Employee does not report as required under this section, the Employee shall suffer a loss of seniority and the employment relationship may be broken and terminated.
4. The union steward shall receive notice when Employees are to be laid off or recalled.
5. Seniority and staff reduction procedures of this Agreement shall not apply in the event of a temporary layoff, which shall be defined as a layoff of not more than ten (10) working days at any one (1) time.
6. Seniority held at the time of layoff shall be maintained by the employee being recalled. However, no seniority shall be earned during the time an employee was laid off.
7. Any employee recalled pursuant to these provisions shall have restored to him/her any fringe benefits and placements on the salary schedule accrued at the time of reduction.

LEAVES OF ABSENCE

CERTIFIED

Employees shall be given a written statement at the time of the first paycheck of the accumulated sick leave days and personal leave days available as of the first day in the school year. Employees shall notify the Business Manager or a designee within ten (10) school days if there is an error in the reported number of accumulated sick leave days and/or personal leave days.

A. Sick Leave. Employees are granted leave of absence for personal illness or injury with full pay in the following amounts:

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

The above amounts shall apply only to consecutive years of employment in the Saydel Community School District and unused portions shall be cumulative to a maximum of one hundred thirty-five (135) days. The Employer may require such reasonable evidence as it may desire confirming the medical necessity for such leave of absence. A physician chosen by and paid for by the Employer may review the employee's medical evidence. An employee must exhaust accumulated sick leave before being eligible for disability insurance benefits.

B. Family Illness: Eight (8) days per year of accumulated sick leave may be used for illness or injury of a member of the employee's immediate family. Immediate family shall include the employee's spouse, child, father, mother, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandchild or grandparent. A non-defined individual may be pre-authorized to be covered under this provision by making application to the Superintendent of Schools.

C. Bereavement Leave

1. IMMEDIATE FAMILY: Employees shall be allowed up to five (5) days per occurrence for death in the member's immediate family as hereinafter defined. Immediate family bereavement leave shall be granted in case of death of the spouse, child, father, father-in-law, mother, mother-in-law, brother, or sister of said Employee. Employees shall be allowed up to three (3) days per occurrence for death of a son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandchild or grandparent.
2. EXTENDED FAMILY AND FRIENDS: Employees shall be allowed a total of two (2) days per year leave, not cumulative, for the death of the employee's extended family and friends.

For such bereavement leave, employees shall not suffer a deduction in salary. Requests for bereavement leave shall be reported to the Principal or a designee prior to such leave if at all possible. If such prior notice is not possible, it is understood that the affected Employee shall be required to make formal application for approval of said leave prior to receiving pay for the time missed.

D. Personal Leave

1. At the beginning of every school year, each employee shall be credited with two (2) personal leave days to conduct activities that cannot be conducted outside the normal work day. Employee may not take unpaid leave in conjunction with personal days without the Superintendent's permission.
2. Except in the case of an emergency situation, application shall be made in writing at least three (3) school days prior to the requested leave date and must be submitted to the office of the Principal for approval. Should an emergency situation occur where it would not be possible to make application for prior approval, the necessity of securing prior approval shall be waived. However, the affected employee shall be expected to notify his or her Principal, or the Principal's designee, of such an emergency. It is understood that when this situation occurs, the employee shall be required to make formal application for approval upon the day of return from such leave. Except in the case of an emergency situation, approval of application for personal leave is subject to the availability of substitutes. Whenever possible the Principal will approve/deny leave within three (3) school days of receipt of request. The Principal's decision may be appealed to the Superintendent within three (3) school days, and the Superintendent's decision shall be final. If a substitute is required, personal leave must be taken in ½ day increments. If a substitute is not required, an employee may take up to ½ days personal leave annually in one-hour increments. Coverage for hourly increments is the responsibility of the employee. Employees that are covering classes will not be compensated for the coverage.
3. The day immediately preceding or immediately following a legal holiday or school recess or the first or last week of the teacher's regular contract year shall not be recognized as a personal leave day without Superintendent's approval.

The day immediately preceding or following a legal holiday or school recess or the first and last ten (10) days of the school year shall not be used for personal leave. No more than two teachers from each building on the same day will be granted leave. This leave will be granted based on the first request in, first approved based on request forms that are appropriately completed. Exceptions to these limits may be made by the Superintendent in his/her sole discretion.

4. Those employees whose religious affiliation requires that the employee observe and attend recognized holidays within said religion may use personal leave days for that purpose and said employee shall not have cost of the substitute deducted.

5. Employees not using personal days will be reimbursed at a rate of \$100.00 per day prior to June 30th.
 6. Employees not using personal days, nor selecting to be reimbursed for unused personal days may choose to accumulate a maximum of three (3) days to be used in future contract years. The three (3) accumulated days will be available for use in addition to the two (2) personal days for the current contract year. The combined five (5) days may be used consecutively only with the expressed approval of the Superintendent.
- E. Professional Leave. The Principal may approve a leave with full pay for the purpose of educational meetings or visiting other schools. An employee desiring such a leave must file a written request with the employee's Principal fifteen (15) school days prior to such leave.
This leave is not available for professional growth or salary reclassification requirements. Exceptions may be granted in the Superintendent's sole discretion.
- F. Other Leaves. The Superintendent may authorize leave without pay. An employee must make an application for authorization for such a leave at least ten (10) days in advance of the requested leave. If advance application is not possible, then an application for approval for such leave must be made upon the day the employee returns from said leave. Leave without pay will not normally be granted to allow an employee to extend a vacation or holiday leave, nor to go on vacation or recreational trips.
- G. Military Leave. A military leave will be granted to an employee in accordance with applicable federal and state laws governing military leave. Such leaves shall be without pay except as provided by Chapter 29A of the Code of Iowa. Employees shall take leave for reserve training outside the school year whenever possible.
- H. Sabbatical Leave
1. Purpose. Sabbatical leave may be granted without pay and benefits to an employee by the Board for study in an approved program of learning, educational travel, or other reason recognized by the Board as having value to the school system.
 2. Procedures
 - a. Requests. Requests for sabbatical leave shall be presented in writing to the Superintendent of Schools or a designee by December 1 of the school year preceding the school year for which the leave is requested. If an employee is requesting leave only for the second semester, such request must be submitted by June 1.
 - b. Eligibility. Any employee who is required to have a teacher's certificate shall be eligible for a sabbatical leave after seven (7) consecutive years in the Saydel system. The number of sabbatical leaves available in any one (1) year shall not exceed two (2) and no more than one (1) from a building. The decision to grant or not grant a sabbatical leave will be made by the Board upon recommendation

of the Superintendent. The Board's decision shall be made by March 1 of the school year preceding the school year for which the leave is requested.

- c. Length of Leave. A sabbatical leave may be granted for one-half (1/2) school year or a full school year. During the period of the sabbatical leave, an employee may engage in remunerative employment and may accept grants or fellowships.
- d. Return. Upon return from sabbatical leave, an employee shall be placed on the salary schedule and maintain the same benefits as he/she had accrued at the time he/she left on the sabbatical leave.

I. Jury Duty Leave

- 1. An employee who is called for jury service shall be permitted to be absent from his or her duties without loss of pay and without charge against any leave. Pay received for jury service, not including any mileage reimbursement received by the employee, shall be reported and paid to the Employer immediately upon receipt. Should the employee fail to report and pay the District for the above said amounts, a deduction shall be made to the employee's salary for each day not served at the District. It is understood that no such payment will be made to the District for such service on any day the employee would not have worked for the District.
- 2. The employee must give the Principal or the Principal's designated representative five (5) days' prior written notice of the summons for service and must furnish satisfactory evidence that such service was performed on the days for which a service is claimed. An employee not required to perform jury duty all day shall return to work.

- J. Association Leave. There shall be available not more than a total of twelve (12) cumulative days for representatives of the Association to transact business of the Association. The Association shall pay for the cost of the substitute for a representative using such leave. When an Association member is serving as an officer at the regional, state, or national Association level, each officer will be granted an additional five (5) cumulative days for Association business. The Association shall pay for the cost of the substitute for a representative using such leave.

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* Classified leave of absence and vacations are specified in the PPME contract agreement, page 5.

SENIORITY

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- A. Seniority shall be determined by the number of years of regular full-time employment, in a bargaining unit position under contract from the last date of hire commencing with the first day of work in Saydel Community School District. Part-time employees working half-time or more will earn seniority as a percentage of their workday (based on an eight-hour day). A tie in seniority shall be broken by comparing social security numbers with the lowest number placed first.
- B. A probationary employee shall be defined as per Iowa Code 279.19. A probationary employee shall have no seniority until the employee has completed the probationary period, and at that time, the employee will acquire seniority as determined under paragraph A of this section. A probationary employee who is terminated during probation for reasons of staff reduction and then rehired in the subsequent school year will acquire seniority under this paragraph as if the termination had not occurred.
- C. Employees with the same hiring date shall be placed on the seniority list in order of their social security number, lowest number placed first. The seniority list will include the employee's name, years of service, highest earned degree. All employees in the bargaining unit shall be included on the seniority list which shall be posted by December 1.

A part-time employee shall be entitled to credit for length of service in the same proportion that time regularly worked by such part-time employee bears to the time regularly worked by full-time employees.

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- * Classified seniority is specified in the PPME contract agreement, page 8.

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

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- A. Professional Growth Requirement. All employees shall meet the State Department of Education requirements for certificate renewal.
- B. Salary Reclassification.
1. Employees on the BA, BA+10, and BA+20 salary classifications desiring reclassification on the salary schedule shall accumulate the requisite number of graduate hours, in the area of education or in the area of their certification, from an accredited college or university. All courses taken to meet this provision shall be approved in advance by the Superintendent.
 2. Employees on the M.S./M.A. salary classification desiring reclassification on the salary schedule shall continue to take graduate level course work in order to have these hours credited for reclassification. All course work taken to meet this provision shall be approved in advance by the Superintendent.
 3. An employee must file written notification with the Superintendent by March 5 of the current school year in order to qualify for a salary reclassification for the following school year. The employee will remain on the current step until official verification of credits earned is provided to the Superintendent. Official verification (i.e. transcripts or written notice from class instructor indicating successful completion of course credit) must be submitted by September 1. Failure to provide proper notice will result in the employee remaining on step until the following contract year.

GRIEVANCE PROCEDURE

CERTIFIED

- A. Purpose. The purpose of this section is to provide for a mutually acceptable method for the prompt and equitable settlement of employee grievances and disputes over alleged violations of this handbook. There shall be an attempt to resolve informally or at the earliest possible stage all grievances.

Informal settlements in any stage shall bind the immediate parties to the settlement but shall not serve as a precedent in any other grievance proceeding.

- B. A "Grievant" is defined as an employee, group of employees or the Association. A "grievance" is a claim by a grievant that there has been a misinterpretation, violation or misapplication of any provision of this handbook.
- C. All time limits herein shall consist of school days Monday through Friday, except that when a grievance is submitted on or after May 20, time limits shall consist of all week days Monday through Friday, so that matters may be resolved before the close of the school term or as soon as possible thereafter. The number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. There shall be no obligation by the Employer to consider any grievance not filed or appealed in a timely manner.
- D. An aggrieved person must be represented at all steps of the grievance procedure by himself/herself, and at his/her option, by a representative selected or approved by the Association. When the grievant is not represented by the Association, the Association shall have the right to be present at all levels as a party of interest and shall have the right to grieve any disposition of the grievant's grievance.
- E. 1. Every grievant shall have the right to present grievances in accordance with these procedures.
2. The failure of a grievant (or, in the event of an appeal to arbitration, the Association) to act on any grievance within the prescribed time limits will act as a bar to any further appeal and the Employer's representative'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.
3. It is agreed that any investigation or other handling or processing of any grievance by the grievant shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the grievant or of other employees.
4. The Association may request a consolidation of formal grievances at or beyond Level Two of this procedure.

- F.
1. Level One. A grievant with an alleged grievance shall, within seven (7) school days from the date of the alleged violation, discuss it with his/her Principal or immediate supervisor in an attempt to resolve the matter informally.
 2. Level Two. If, as a result of the informal discussion in Level One, the grievant feels a grievance still exists and the grievant desires to proceed to Level Two, the grievant shall in writing within five (5) working days from the date of the informal conference in Level One file a written grievance with the Principal or his/her immediate supervisor on the form attached hereto. The Principal or the grievant's immediate supervisor shall within five (5) working days following the receipt of the written grievance meet with the grievant to discuss the grievance. Within five (5) working days following this meeting, the Principal or the immediate supervisor shall communicate in writing to the grievant the disposition of the grievance with a copy going to the Association.
 3. Level Three. In the event the grievant is not satisfied with the decision at Level Two and the grievant desires to proceed to Level Three of the grievance procedure, the grievant must file within five (5) working days of the grievant's receipt of the written decision from Level Two a copy of the written grievance with the Superintendent. Within seven (7) working days after such written grievance is filed with the Superintendent, the grievant and the Superintendent shall meet to discuss the grievance. Within five (5) working days of the meeting the Superintendent shall indicate his/her disposition of the grievance in writing and furnish a copy thereof to the Association. The Superintendent may, at the Third Level, consolidate separate grievances which involve common questions of contract interpretation or fact.
- G. No reprisals of any kind shall be taken by the Employer or its representatives against a grievant or his representative for exercising the grievant's rights under the grievance procedure nor shall any grievant or representative engage in any reprisals of any kind against the Employer or its representatives for exercising their rights under the grievance procedure.

* See Policy 102.1 [Grievance Procedure](#)

CERTIFIED

SAYDEL COMMUNITY SCHOOL DISTRICT

Grievance Form

Employer: _____

Employee: _____

Building: _____

Assigned Grade Level, Subject or Area: _____

I wish to be represented by the Association: (Yes) _____ (No) _____

LEVEL ONE

The alleged violation was brought to the attention of the principal or Designee, _____
(name)
on _____.
(date)

LEVEL TWO

(a) Date alleged violation occurred: _____

(b) Section(s) of agreement alleged to have been violated: _____

(c) Statement of Grievance:* _____

(d) Relief Sought:* _____

(Date) (Employee's Signature)

(e) Disposition by Principal or Designee: _____

(Date) (Signature of Principal or Designee)

LEVEL THREE

(a) Signature of Aggrieved Person: _____
(b) Disposition by Superintendent or Designee: _____

(Date) (Signature or Superintendent of Designee)

* If additional space is needed, attach additional sheets.

CLASSIFIED

* Classified grievance procedure is specified in the PPME contract agreement, page 3.

TEACHER QUALITY COMMITTEE

The Teacher Quality Committee (TQC) shall consist of equal numbers of teachers and administrators. The teacher representatives shall be appointed by the Saydel Education Association (SEA). This committee is charged with allocating any Teacher Quality Professional Development funds, monitoring the various aspects of the Teacher Quality program such as evaluation, professional development, and mentoring and induction. This committee shall be co-chaired by one administrator and one SEA member.

Teacher quality processes are included in the Saydel Schools Evaluation Standard Operating Procedures Manual.

TEACHER LEADERSHIP & COMPENSATION SYSTEM (TLC)

The Saydel Community School District has applied for and received approval from the Iowa Department of Education to participate in the Iowa Teacher Leadership and Compensation System. This section describes employee items related to participation in this system.

TEACHER LEADERSHIP POSITIONS

The following positions will be funded and supported under the TLC. The Employer shall have the right to determine when it is necessary to have a reduction in staff and shall inform the Association in writing of the reasons for such reduction. The Employer will meet at the request of the Association to interpret the statement of reasons.

The following are teacher leadership positions currently recognized by the District

- Master Teacher
- Mentor Teacher
- Curriculum Development Facilitator
- Co-Teaching Facilitator
- Induction Mentor
- Behavior Coach

SELECTION CRITERIA FOR TLC FUNDED TEACHER LEADERSHIP POSITIONS

Because of TLC grant requirements, the following qualifications for TLC leadership positions have been established:

1. The teacher must be in good standing as evidenced by satisfactory employee evaluations and satisfactory employee conduct.
2. Anyone wishing to serve in a teacher leadership position must have no less than one year teaching experience in Saydel CSD and no less than three (3) total years of teaching experience.
3. Individuals serving as Master teacher, Mentor teacher, or Behavior Coach may not also serve as Co-teaching facilitator, Curriculum Development Facilitator or Induction Mentor. Co-teaching Facilitator and Curriculum Development Facilitators may also serve as an Induction Mentor.
4. The district will provide a supplemental contract to individuals chosen as teacher leaders.
5. Individuals must commit to the requirements and commitments outlined in the job descriptions for teacher leader positions.

SELECTION PROCESS FOR TLC FUNDED TEACHER LEADERSHIP POSITIONS

Candidates meeting the qualifications for participation who are applying to participate as a teacher leader in the TLC program for the first time as Master Teachers, Mentor Teachers, Behavior Coaches, Curriculum Development Facilitators, or Co-Teaching Facilitator will follow these steps:

1. Submit an application for the position
2. A district committee consisting of an equal number of administrators and teachers will review the application(s) and make a determination of viability for the candidate(s). This committee should consist of one (1) administrator from each building, one (1) teacher from each building, at least one (1) district office administrator, and a member of the SEA Executive Committee.
3. At least one district office administrator and at least one building administrator will interview the candidates chosen as “viable” in step two (2) to make a hiring recommendation to the Superintendent.

Once selected for a teacher leadership position, the employee will be required to reapply yearly for participation in the TLC program. Upon receipt of this application, the employee will be assessed to determine retention as a teacher leader.

Candidates meeting the qualifications for participation who are applying to be induction mentors will follow these steps each year:

1. Submit an application for the position to their building principal
2. Interview with building principal
3. District office administrator approval

EVALUATION

A program of performance appraisal will be established for persons holding the title of “Mentor Teacher”, “Master Teacher”, “Curriculum Development Facilitator”, “Behavior Coach” and “Co-Teaching Facilitator” to determine retention of the employee in this position each year. This process shall be developed in accordance with practices outlined in the TAP system and/or state requirement of TLC participation and include a fall formative appraisal meeting to be held no later than October 30, a spring formative appraisal meeting to be held no later than March 30 and a summative determination meeting to be held prior to April 15.

SENIORITY

For the purposes of seniority, Master Teacher positions will be considered to be regular full-time employment.

STAFF REDUCTION

Teacher leadership supplemental foundation aid from the State of Iowa shall be required to sustain the TLC program. The TLC salary and salary supplements will not be included in the salary schedule. Any reduction or elimination of this support will result in a corresponding reduction or elimination of the assignments and compensation described in this section.

For the purposes of staff reduction, teachers in the TLC positions shall be considered members of the bargaining unit and shall be classified in the classification to which they were assigned at the time of their selection for a TLC position.

If staff reductions occur due to a reduction in TLC funding or a modification in the District’s TLC plan, the following procedures will apply to the TLC leaders:

1. If the circumstance arises in which staff reductions occur the Master Teachers and Behavior Coaches will have an opportunity to return to their previous classification and follow the current staff reduction procedures. Externally hired Master Teachers will not have any transfer right unless there is a vacant position for which they are certified.
2. Master Teachers will be classified as “K-12 Master Teachers”, Mentor Teachers will be classified as “K-12 Mentor Teachers”, and Behavior Coaches will be classified as “K-8 Behavior Coaches.”

Supplemental pay for teachers serving as Mentor Teachers, Induction Mentors, Curriculum Development Facilitators, and Co-Teaching Facilitator will be eliminated, these individuals will retain their current teaching assignment unless that assignment is reduced through budget process.

WAGES & SALARIES

Wages and salaries for teacher leadership positions will follow the base pay for classifications listed in the comprehensive agreement.

CERTIFIED STAFF SUPPLY PURCHASE ALLOWANCE

The District will provide and set aside \$100 per teacher that will be available for curriculum-enhancing supplies as approved for purchase by the administration following normal purchasing procedures, including reimbursement by completing the attached form.

**REQUEST FOR REIMBURSEMENT
FOR CURRICULUM-ENHANCING SUPPLIES**

Caution: Items purchased without prior approval by your building administrator may be denied for reimbursement.

Quantity	Description	Unit Cost	Total Cost w/o Tax	Principal's Approval	Date
Total (no more than \$100 in purchases by PO or reimbursement)					

Each item listed above must be accompanied by a receipt and approved by your principal before reimbursement will be allowed. You must pay any sales tax. When you have completed your purchases for the year, please sign and submit to the business office.

Teacher

Principal

CLASSIFIED HANDBOOK COMPLAINT PROCEDURES

Step One

The employee alleging the complaint may submit a written formal complaint with the immediate supervisor. The formal complaint must be submitted to the immediate supervisor within FIVE days after the alleged misinterpretation or misapplication of the handbook.

The formal complaint must contain a statement of the alleged misinterpretation or misapplication of the handbook, including the facts upon which the complaint is based, the issues involved, the provisions of the handbook involved, the claimed basis for the alleged misinterpretation or misapplication and the resolution that is sought.

The immediate supervisor will provide a written answer to the formal complaint within TEN days.

Step Two

If the complaint is not resolved at Step One, the employee alleging the complaint shall submit the formal complaint to the Superintendent within FIVE days. The Superintendent will provide a written answer to the formal complaint within TEN days.

MANDATORY COOPERATION WITH WORKPLACE INVESTIGATIONS

Any workplace investigation conducted by administrative staff or their designee will receive complete cooperation of all employees. Employees may be disciplined, up to and including termination, for making any untrue statement or providing information that is dishonest, misleading, inaccurate or incomplete during the course of the investigation and related procedures. Employees may also be disciplined, up to and including termination, for impeding, obstructing or failing to cooperate with the investigation and related procedures.

PROBATIONARY STATUS

CERTIFIED

The first three years of a newly licensed employee's contract is a probationary period unless the employee has already successfully completed the three-year probationary period in an Iowa school district. Newly licensed employees who have successfully completed a probationary period in a previous Iowa school district will serve a **ONE** year probationary period.

CLASSIFIED

The probationary period for classified employees is **ONE CALENDAR YEAR** unless otherwise stated in an employee contract, letter of assignment or applicable collective bargaining agreement.

NOTICES

CERTIFIED

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by letter, sending same certified mail return receipt requested, at the following-designated address or at such other address as may be designated by a party in written notification to the other party:

Association address: President or Vice-President
Saydel Education Association

Employer address: 5740 NE 14th Street
Des Moines, Iowa 50313

The Association shall inform the Employer in writing prior to June 1 of each year of the name and address of the current President and Vice-President of the Association

SAVINGS CLAUSE

CERTIFIED

In the event that any provisions of this Agreement shall become void or illegal during the term of this Agreement, such provision shall become inoperative, but all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

Saydel CSD District Organizational Chart



Durham Bus Service
Karen Smith
External

Heartland AEA 11
Keri Steele
External

SAYDEL COMMUNITY

SCHOOL BOARD
Brian Bowman, Jennifer Van Houten, Chad Vitiritto,
Doug Kayser, Julie Jennings, Roland Kouski Jr., Rob Strickler

SUPERINTENDENT
Todd A. Martin

Board Secretary
Beth Vitiritto

Board Treasurer
Patricia Townsend

Administrative Assistant to the Superintendent
Beth Vitiritto

