

UNION COMMUNITY SCHOOL DISTRICT



*EMPLOYEE BENEFITS AND
PROCEDURES MANUAL
2025-2026*

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INTRODUCTION

WELCOME

We want to welcome you to the Union Community School District, whether you are a new staff member or one who is continuing employment. You will or have been an integral part of our success. This manual provides an overview of policies and procedures that will help guide our relationship and provide accurate and clear expectations for this coming year. Go Knights!

DISTRICT BELIEFS

- ❖ We believe we can teach all children.
- ❖ We believe that all children can learn well, but not in the same way or on the same day.
- ❖ We believe, as a school community, that we must continually search for approaches and strategies to help us reach each child and thereby assure his/her mastery of the essential curriculum.
- ❖ We believe that to improve learning for all students, all personnel and resources must be directed toward school improvement.
- ❖ We believe that successful change cannot be mandated by school policy or directed by administration but must be planned collaboratively by all major stakeholders in a supportive environment that encourages risk taking on the part of the staff and students to try new approaches in day-to-day instruction.

DISTRICT MISSION STATEMENT

To ensure our students develop their abilities, realize their opportunities and become prepared for a changing world.

DISTRICT VISION STATEMENT

Education to Meet Tomorrow's Challenges.

EQUAL EMPLOYMENT OPPORTUNITY

The Union Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually. 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: Wayne Slack, Union CSD, 505 West Street, Dysart, Iowa 52224, 319-476-5100, w_slack@union.k12.ia.us.

STATEMENT OF INFORMATIONAL PURPOSES

This manual has been prepared for informational purposes only. None of the statements, policies, and administrative guidelines, rules or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied.

COMPENSATION AND BENEFITS

BASE SALARY

The base salary for employees shall be established between the district and the employee's contract or letter of assignment. This base salary may change on an annual basis.

EDUCATION LANES

The educational lanes for the 2025-2026 school year will be the same as previous years.

EMPLOYEE INSURANCE ELIGIBILITY

Eligible employees shall mean teachers/administrators who work an average of twenty-five (25) hours or more per week, support staff hired prior to May 18th, 2015, who were hired to work twenty-five (25) hours per week and were previously eligible to participate in the group health insurance plan, and support staff hired May 18th, 2015, or after to work thirty (30) hours or more per week.

EMPLOYEE PASS

Each eligible employee will be issued a pass that will admit two people free to all school activities. Use of this pass is limited to the employee, employee family members, or employee and significant other. Employees wishing to have an employee's family member/significant other/child/student gain entrance to an event must be present when their significant other/child/student enters the activity.

EXTENDED CONTRACTS

Individuals whose teaching contracts include more days than the regular contract of teachers, will be paid additionally on the same per diem basis as during their regular contract. The base pay increase for staff on this type of extended contract will be figured by dividing the BA Base increase by the number of days in their regular contract and multiplying the resulting number by the days in each individual's extended contract.

EXTRA DUTY COMPENSATION

Extra duties such as a scorekeeper, time keeper, ticket taker, etc., will be paid on the basis of \$30.00 per duty. The district may ask parents/guardians to complete some of these duties.

HEALTH BENEFITS COVERAGE

Each full-time employee will have the option of choosing a health insurance plan. Please contact the district business manager or school business official for more information.

For eligible employees electing coverage through the District’s health insurance, there are three coverage plan options available through Wellmark: POS 2500, HDHP 3000 NE, and HDHP 5000 HMO E.

Eligible employees for health insurance:

- A. licensed staff working an average of at least twenty-five (25) hours per week
- B. support staff hired prior to January 23rd, 2012, working an average of at least twenty-five (25) hours per week
- C. support staff hired after January 23, 2012, working an average of at least thirty (30) hours per week

Health Renewal Rates: Effective July 1, 2025 through June 30, 2026

12 MONTH or NEW EMPLOYEES						
2025-2026	Monthly Premium	Annual Premium	Annual District Share	Annual EE Share	Monthly EE Premium	Monthly District Share
HDHP 5000 E Blue HMO (\$5,000/\$10,000 ded, \$5,000/\$10,000 OPM)						
Single	\$556.03	\$6,672.36	\$6,000.00	\$672.36	\$56.03	\$500.00
Employee + 1	\$1,026.79	\$12,321.48	\$9,500.00	\$2,821.48	\$235.12	\$791.67
Family	\$1,614.85	\$19,378.20	\$13,000.00	\$6,378.20	\$531.52	\$1,083.33
HDHP 3000 NE PPO (\$3,000/\$6,000 ded, \$3,000/\$6,000 OPM)						
Single	\$727.97	\$8,735.64	\$5,500.00	\$3,235.64	\$269.64	\$458.33
Employee + 1	\$1,354.62	\$16,255.44	\$8,750.00	\$7,505.44	\$625.45	\$729.17
Family	\$2,137.46	\$25,649.52	\$12,000.00	\$13,649.52	\$1,137.46	\$1,000.00
POS 2500 (\$2,500/\$5,000 ded, \$5,000/\$10,000 OPM)						
Single	\$726.80	\$8,721.60	\$5,500.00	\$3,221.60	\$268.47	\$458.33
Employee + 1	\$1,352.45	\$16,229.40	\$8,750.00	\$7,479.40	\$623.28	\$729.17
Family	\$2,133.99	\$25,607.88	\$12,000.00	\$13,607.88	\$1,133.99	\$1,000.00

Monthly Rates for Voluntary Insurance Programs Below:

Note: For the ones below, all costs are incurred by the employee.

Dental Insurance (VOLUNTARY)

PLAN B (With Ortho)	\$35.12	\$72.24	\$114.42
PLAN C (Basic)	\$19.62	\$38.42	\$76.76

Vision Insurance (VOLUNTARY)

AVESIS- PLAN A	\$12.52	\$22.23	\$33.25
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Other Voluntary Benefits

PET INSURANCE	Rate varies based on age, breed and zip code		
WELLMARK EGRP	Program F	\$244.80	
	Program HDHPF	\$122.60	

LIFE INSURANCE/LTD

Employees that are eligible for employee benefits are required to purchase the \$15,000 life insurance coverage and long-term disability insurance through the district's group package.

PAY PERIODS

Teacher, Nutrition Director, and Nurse contracts are divided into 12 equal payments and are paid beginning in September. The payroll period for the school district is monthly. Employees are paid on the 15th day of each month. If this day is a holiday or weekend, the payroll is paid on the last working day prior to the holiday or weekend. Building administrators and 12-month salaried contracts are divided into 12 equal payments and are paid beginning in July. Payments are made on the 15th of each month. Hourly support staff shall be paid on the 15th of each month for all hours worked the previous month. If a payroll date falls on a weekend or a holiday, the payment is made on the last working day before the regular payroll date.

Note: Summer checks shall be directly deposited into the employees' designated bank account(s) and the stub distributed per the employees' signed request.

SALARY CREDIT APPLICATION/DOCUMENTATION

Any teacher who plans to enroll in a course or seminar at an accredited college or university and who desires such course or seminar work to apply toward an educational lane change on the salary schedule must file written notification with the superintendent or his/her designee **by March 1st of the school year preceding the actually year when advancement occurs. This is reflective in board policy 406.03**

These credits must be graduate level courses or other courses approved by the superintendent and must be germane to the employee's teaching assignment as determined by the superintendent. Credits earned in the following areas would be considered germane in addition to credits earned in a specific assignment: Educational Administration, Guidance, Student Personnel, Educational Psychology, Library/Educational Media and Special Education. Credits earned which are not germane to the employee's regular assignment may be allowed if they are in relation to another assignment given to that employee by the Board.

The certified employee must complete the district's request for approval of graduation course credits prior to registering for or beginning course work. Upon evidence of successful completion of courses or seminars granting credit and being approved under application of salary credit, the employee shall notify the superintendent or his/her designated representative by supplying an official grade report or official transcript from the granting institution. Credit for educational lane changes will be granted once a year with the certification date being not less than ten (10) days prior to the September pay period at the start of each new school year. A revised contract will be issued.

All necessary documents can be obtained in the district office or from the superintendent.

SUPPLEMENTAL PAY

Employees who are assigned by the Board to supervise the official school-sponsored activities as listed in APPENDIX E (Supplemental Salary Schedule) shall receive extra pay as set forth in that schedule.

TRAVEL COMPENSATION

Employees traveling on behalf of the school district, whether inside or outside the district, should consult Union Community School District Board of Education Policy 401.7. The expectation is that staff members travel outside of the district in a school vehicle. Staff members who choose to travel in their own personal vehicle will not be reimbursed for mileage if a school vehicle (car, van, truck, etc.) was available for the trip. If a school district vehicle is not available, the employee will be reimbursed at 80% of the federal rate. Travel to/from home and work is never a reimbursable travel expense. Pre-approved expenses for transportation outside of three hundred miles of the school district administrative office may be by public carrier. Reimbursement for air travel will be at the tourist class fares. Should an employee choose to travel by automobile, reimbursement will be limited to the public carrier amount. Pre-approved expenses for transportation in a rental car is limited to the cost of a Class "C" rental car at a medium-priced agency unless the number of people traveling on behalf of the school district warrants a larger vehicle. Travel costs for a spouse or anyone other than the district employee shall be a personal expense not reimbursed by the district.

CONDUCT IN THE WORKPLACE

DRESS CODE

Employees will dress in attire appropriate for their position. Clothing should be clean, neat and in good taste. Discretion calls for an avoidance of extremes and/or anything which could interfere with or have a negative effect on the educational environment/process. Coaches/Sponsors, as they are representing the district in more of a public setting during competitions/games, may have more stringent expectations for attire/dress during contests/games.

ETHICS- BOEE

District employees are expected to perform their jobs in an ethical and honest manner consistent with board policy and the Iowa Board of Educational Examiners (BOEE) rules. Any actions deemed unethical or dishonest will incur appropriate discipline. Licensed staff members are expected to know and understand the Code of Professional Conduct and Ethics of the BOEE. The BOEE's Code of Professional Conduct and Ethics constitutes mandatory minimum standards of practice for all licensed employees. While classified employees, except coaches, are not subject to the BOEE Code of Ethics, it is good guidance for all employees and recommended reading for classified employees as well.

In the 2024 legislative session, HF 2487 was passed, adding another required reporting area. This is in addition to the required reporting areas passed in 2012, 2017, and 2021. As a reminder, the employee discipline that must be reported to the BOEE includes written reprimands, written warnings, job separation agreements, resignations, nonrenewals, or terminations that resulted from employee misconduct covered by the required reporting areas. The required reporting discipline areas are listed below:

1. Soliciting, encouraging, or consummating a romantic or otherwise inappropriate relationship with a student.
2. Falsifying student grades, test scores, or other official information or material.
3. Converting public property or funds to the personal use of the school employee.
4. Being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, or consuming illegal drugs, unauthorized drugs, or alcohol.
5. Discrimination on the basis of free speech or intellectual freedom.
6. Student abuse.

The reporting requirement for administrators following nonrenewal or termination due to conduct that, if proven, constitutes a disqualifying criminal offense under Iowa Code section 256.146(13)(b)(1) remains in the statute. Disqualifying criminal offenses include: Forcible felonies including child endangerment, assault, murder, sexual abuse, and kidnapping; sexual abuse offenses, including lascivious acts with a child, assault with intent to commit sexual abuse, indecent contact with a child, sexual exploitation by a counselor or school employee, lascivious conduct with a minor; enticing a minor; human trafficking; incest; dissemination and exhibition of obscene material to minors; and telephone dissemination of obscene material to minors. Administrators must report, **within 30 days**, any disciplinary action against a BOEE-licensed employee for the behaviors listed above. Section 256.160 identifies the potential consequences for administrators who fail to follow this legislation: The board may deny a license or revoke the license of an administrator if the board finds by a preponderance of the evidence that the administrator failed to report the termination or resignation of a school employee holding a license, certificate, statement of professional recognition, or coaching authorization, for reasons of alleged or actual misconduct, as defined by this section.

FIGHTING

Any verbal or physical altercations between or among employees or others will not be tolerated and may subject the employee(s) to disciplinary action.

FRAUD/UNLAWFUL GAIN

Any deliberate deception which secures an employee unfair or unlawful gain will be grounds for discipline and may be turned over to law enforcement. The district may also file a complaint with the Iowa Board of Educational Examiners as violation of their Code of Ethics.

INSUBORDINATION

Insubordination, disobedience, or failure/refusal to follow the written or oral instructions of a supervisor or to carry out work assignments is not acceptable. Instances may result in disciplinary action, up to and including termination.

LEAVING THE BUILDING

Teachers may leave the building during their scheduled duty-free lunch period and during their preparation period with permission from the building principal. Support staff may be given released time during the school day for special circumstances if approved by the building

principal. Support staff leaving the building must use the Frontline Education Time and Attendance system for recording their absence and the time will be unpaid.

NEGLECT OF DUTIES

All employees are mindful that students are not to be left unattended, and employees should not place themselves in any position where student safety is at risk or neglect of duty could be claimed.

OFFENSIVE OR ABUSIVE LANGUAGE

Threatening, intimidating, or using abusive or profane language by a district employee, including derogatory slurs, towards students, staff or others is not acceptable.

PREPARATION TIME

During the teacher's normal working hours, there shall be 30 minutes time allotted for the purpose of classroom preparation and student instruction. Employees assigned to middle and high school shall have a minimum of one regularly assigned class period each day which may be used for preparation time, and during which the employee will not normally be assigned other duties. Elementary employees shall have designated preparation times within the class day. The above preparation times may be subject to change to accommodate participation in pilot programs or other circumstances.

PROFESSIONAL RESPONSIBILITIES

At all times, and in all situations, employees should be conscious of professional status. Attitudes, actions and relationships that are not highly professional can cause unnecessary and negative public images for the individual employee, for the school and/or the district.

RELATIONSHIPS WITH COWORKERS

School district employees are encouraged to create an environment where coworkers' collaboration and cooperation add to the overall functioning of the district and fulfillment of individual job responsibilities. All employees are expected to have a respectful attitude toward their job and coworkers.

TECHNOLOGY USE/SOCIAL MEDIA

Usage of the district's computer resources is a privilege, not a right, and any use entails responsibility. All information on the school district's computer system is considered a public record. Whether there is an exception to keep some narrow, specific content, within the information, confidential is determined on a case by case basis. Therefore, users of the school district's computer network must not expect, nor does the school district guarantee, privacy for e-mail or in regards to websites visited. The school district reserves the right to access and view any material stored on the school district equipment or any material used in conjunction with the school district's computer network.

The employee will adhere to all applicable privacy and confidentiality policies adopted by the district when on external websites. Employees will not use district time or property on external sites that are not in direct relation to the employee's position.

THEFT

All thefts should be reported immediately to a principal or supervisor. Any finding of theft, by an employee, may result in appropriate discipline, up to and including termination.

DISTRICT PROCEDURES AND GUIDELINES

ATTENDANCE- REPORTING

Elementary-Attendance will be gathered once a day- Teachers need to submit attendance by 8:20-8:30 AM each day. When submitting attendance, please give the first and last name of the student for identification. It is important that this procedure be followed so the office staff can make any necessary contacts that need to be made in a timely fashion. Any attendance changes or modifications should be reported by email throughout the day. A tardy student will be defined as a student that reports to class after 8:05 AM. A student having a signed pass from a staff member will be exempt from being counted tardy.

Middle School- Attendance is to be taken each period by computer. First period/homeroom teachers need to submit attendance by 8:10 AM each day. It is important that this procedure be followed so the office staff can make any necessary contacts that need to be made in a timely fashion. Students that report to class after the bell signifying the start of class has completed ringing will be marked “tardy” if they do not have a signed pass from a staff member.

High School- Attendance will be recorded through the JMC student management system. Teachers will be expected to send their attendance to the office for every class period including advisory. If a student arrives late to first hour and does not check in through the office, it’s important that you send the student to the office to get an admit/tardy pass, so that a call is not made to the parents.

COMMUNICATION TO/FROM STAFF

Announcements will be distributed to faculty members via email and at times on the bulletin boards in or near offices or in building teacher’s lounges. Teachers are asked to read any announcements pertaining to their classes/grade level to their students at designated times during the school year. District office information will typically flow through the building principals and secretaries to faculty.

Mail will be placed in your mailbox in your building’s office or faculty workroom. It is recommended that mailboxes be checked at least once in the A.M. and once in the P.M. Please regularly check your mailbox and keep it clean.

Items pertaining to school business which are to be mailed should be placed in the designated places in each building’s office. If you are anticipating using large amounts of postage for a class project, please confer with your building principal. The Union Education Association may use school mail or other means of communication for association related business.

The school phones should be used mainly for school business and emergencies. No personal long distance calls are permitted.

CELL PHONES

Employees may possess and use cell phones during the school day, however they should not use them for personal business while on-duty, including staff development times, parent-teacher conferences, etc. except in the case of an emergency or during prep time or break/lunch times. Employees are prohibited from using cell phones while driving a school vehicle, with exceptions for navigation and emergency situations. Any such use must comply with applicable state and federal law and district policies/regulations.

School bus drivers are prohibited from using any communication device while operating the bus except in the case of an emergency, or to call for assistance, after the vehicle has been stopped. Any such use must comply with applicable state and federal law and district policies and regulations. Employees violating the policy will be subject to discipline, up to and including discharge.

EMAIL/VOICEMAIL

Email and voicemail serve as primary modes of communication between the stakeholders of the school community. It is expected that each faculty and staff member will check their email and voicemail, at a minimum, twice daily– AM/PM. Daily activities can hinder a person’s ability to check their email and voicemail during the course of the day. If the matter warrants immediate attention, please make these contacts face-to-face or via the phone. Please remember that school email and voicemail are public record and interactions should be professional. The Union Teacher Association may use school email and voicemail to conduct official association business.

COPYRIGHT

Copyright is a form of intellectual property that protects original works of authorship including literacy, dramatic, musical and artistic works. The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of “fair use.” For additional information about copyright and fair use, please refer to the board policies listed.

DISCIPLINE

Employee violations of Iowa Code, Board of Educational Examiners Ethics, board policy or work rules may result in discipline, up to and including termination. In any disciplinary situation, especially those involving possible termination, an appropriate level of due process will be afforded to employees.

LICENSING REQUIREMENTS

An employee required to hold a license, authorization or certification for his/her position is solely responsible for ensuring that it is current. By law, the district can't pay an employee who does not have a current license, authorization, or certification. In addition, the employee must reimburse the district for any payments made/wages earned per diem by dividing their contractual salary by the number of days in the contract multiplied by the number of days in which the individual was not licensed, authorized, or certified.

MANDATORY TRAININGS

Employees must complete all state and AEA trainings for their assigned or contracted position prior to starting the school year and/or assignment . These may include Bloodborne Pathogens, Child Abuse, Restraint Training, Right to Know and any other trainings mandated by the district, state or AEA.

MOVIES

The showing of movies can be an integral part of the curriculum, as a reward or part of a classroom party. The Union Community School District adheres to the following guidelines for movie ratings:

PS-5th Grades- All movies shown must have a G rating.

6th-8th Grades- All movies shown must have a PG or lower rating.

9th-12th Grades- All movies shown must have a PG-13 or lower rating unless specifically approved, in writing, by the principal.

Note: If a teacher wants to show a rated R movie, at the high school level, they must have prior written consent from the principal and also obtain active, signed permission from each student's parent/guardian. The signed permission form must also include the rationale the teacher has for showing the movie and/or how it pertains to the curriculum.

An optional assignment must be provided, without any prejudice and for full-credit, to those students whose parents/guardians do not return the permission slip.

PROFESSIONAL DEVELOPMENT

Employees are expected to attend all professional development opportunities provided by the district (for their employee classification) unless they are on leave or have been excused by the immediate supervisor. A school or district committee, with teacher representation, may make recommendations to the principals, curriculum director or superintendent in regards to the structure and/or content of the in-service program.

PROFESSIONAL DEVELOPMENT (OUT OF DISTRICT)

Prior to participating in professional development (out of district) that the district may fund, certified staff are required to complete the Union Community School District Professional Development Application.

The goal of this application is to make funds available for professional development opportunities that will help teachers improve classroom instruction and meet the overall goals of our district. Total funding available and grant approval will be determined by district administration.

No money will be rewarded as part of this process. Teachers will be required to complete the PO or check request forms upon being notified of their acceptance. The district may decide to pay for only a portion of the professional development opportunity and then it would be up to the educator to decide if they would pay the additional amount. Teachers must also submit all receipts associated with the opportunity to the district office.

Additional Responsibilities:

1. Only certified teaching staff are eligible to submit grant applications.
2. The intention of this process is not to fund coursework leading to further degrees. College level coursework will not be accepted as part of this application process.
3. Contact phone number or email where applicant may be contacted for further information.
4. State your association with the Union Community School District. State your exact position.
5. Describe the professional development activity/learning to be funded. Attach supporting documentation. Include the following information:
 - a. What organization are you working with?
 - b. State the anticipated start and completion dates.
 - c. Identify the expected beneficiaries of the proposal. Include its benefits to the classroom, staff, and district if possible.
 - d. Explain how the successful completion of the class will help your students and how that may be measured.
6. Teachers may be asked to present to district administration or the school board in person, via video, or provide a written overview of their experience

SCHOOL CANCELLATION/DISMISSAL

The district uses Iowa School Alerts to communicate with stakeholders through phone, text and/or email regarding weather announcements. In addition to Iowa School Alerts, district personnel will notify local radio and television stations and post on social media in the event that school is closed, starting late or dismissing early due to inclement weather or emergency situations.

STAFF MEETINGS

Faculty meetings shall be held at the discretion of the building administrator. These meetings may be held prior to the school day or after school. Emergency meetings may be called by the building principal when deemed necessary. Note: These meetings, if held after school, may exceed contractual time.

SUBSTITUTE TEACHERS

Substitute teachers are a very important link in the education of our students. Therefore when possible, the office will try to place a substitute that you feel comfortable with in your room. Building secretaries using Frontline Time and Attendance System will attempt to place a substitute of your choice in your room before they move to other names on the district's substitute list.

SUBSTITUTE TEACHER FOLDERS

Each teacher will construct a substitute folder by the end of the second week of the school year. This folder will be kept in the classroom. Building secretaries need to be aware of the locations so they can notify the substitute when they check in. Items that may be included in the folder:

1. School schedule
2. Attendance Procedures
3. Dismissal Procedures
4. Bathroom Break Procedures
5. School Classes
6. Get Help From, where to find certain items
7. How to Handle Milk/Lunch Money
8. Children with Special Needs/Concerns, —accommodations, modifications interventions that need to be made for students
9. Daily Schedule, Noon/Lunch Routine
10. Recess Procedures
11. Class Rules/Routines
12. Emergency Procedures
13. Seating Chart
14. Bus List
15. Evaluation of the Day Sheets
16. Lesson Plan
17. Directions for taking and reporting attendance/hot lunch count
18. Duty assignments/Description of duty and responsibilities
19. List of texts and materials used, along with their location
20. Extra activity ideas for students who run out of daily work (These activities should review a concept that students have already worked on)

EMPLOYEE RELATIONS

BACKGROUND CHECKS

Employees are subject to criminal background checks prior to employment and possibly during employment. These background checks may either be by an outside agency, contracted by the district, or by law enforcement. All background checks must be completed prior to a potential employee beginning work. In addition, no position can be offered to a candidate without a clear background check on file with the district office.

CALENDAR BREAKS

Teachers' vacations and holidays during the school year will be in accordance with the school calendar as adopted by the Union Community School District Board of Education. Support staff breaks will be aligned with their individual contract language.

EMPLOYEE COMPLAINTS

Complaints of employees against fellow employees should be discussed directly between employees first. If necessary, thereafter, complaints are to be brought directly to the immediate supervisor, principal, or

superintendent in a constructive and professional manner. Complaints should never be made in the presence of other employees, students, or outside persons.

EMPLOYEE DISPUTES/GRIEVANCES

FIRST STEP

An attempt shall be made to resolve any grievance under this article through an informal discussion between the grievant and his/her building principal.

SECOND STEP

1. If the aggrieved person or the Association is not satisfied with the disposition of the grievance at the first step, the aggrieved employee or the Association shall file the grievance in writing with the appropriate building principal within five (5) working days after the informal conference with the building principal. The written grievance shall be on the appropriate form (see Schedule A of this Agreement), which shall be available at all buildings.

2. Within four (4) working days after the principal receives the written grievance, a meeting at a mutually agreeable time shall be held with the aggrieved to discuss the grievance and attempt to resolve the same.

3. The principal shall have the right to have a representative or designee at the meeting. The principal or his/her representative shall render a decision on the grievance and communicate it in writing to the aggrieved employee and the Association within six (6) working days following the meeting at the second step between the principal and the aggrieved.

THIRD STEP

In the event the aggrieved person or the Association are not satisfied with the disposition of the grievance at the second step, the aggrieved or the Association may file an appeal of the principal's written decision within five (5) working days of the said decision with the superintendent and/or his/her representative. Within five (5) working days after the written grievance is filed with the superintendent, the aggrieved and the superintendent shall meet in an attempt to resolve the grievance. The superintendent and/or his/her representative shall file a response to the grievance within ten (10) working days of the third step grievance meeting and communicate this decision in writing to the employee, the principal, and the Association.

FOURTH STEP

If the grievance is not resolved satisfactorily in step three, there shall be available a fourth step meeting with the School Board Personnel Committee. The request to meet with the School Board Personnel Committee should be filed with the board secretary. If a request to meet with the School Board Personnel Committee is not filed within ten (10) calendar days of the third step reply then the grievance will be deemed settled on the basis of the third step answer. Upon receipt of the request, the Committee will convene within fourteen (14) days unless another time is mutually agreed upon by both parties.

SCHEDULE A
GRIEVANCE REPORT FORM
Union Community School District

Building _____

1. Association _____

2. Employee (Aggrieved Person) _____

3. Principal _____

4. Superintendent _____



GRIEVANCE REPORT FORM - LEVEL II or SECOND STEP (Principal)
Union Community School District

A. Date Violation Occurred _____

B. Section(s) of Contract Violated _____

C. Statement of Grievance _____

D. Relief Sought _____

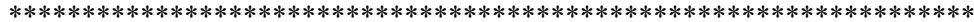
Signature of Grievant _____ Date _____

Signature of Assoc. Rep _____ Date _____

Date Received by Principal _____

E. Disposition by Principal _____

Signature of Principal _____ Date _____



GRIEVANCE REPORT FORM - LEVEL III or THIRD STEP (Superintendent)
Union Community School District

A. Signature of Aggrieved Person _____ Date Received by Superintendent _____

B. Disposition by Superintendent or Designee _____

Signature of Aggrieved Person _____ Date _____

Signature of the Superintendent _____ Date _____

GRIEVANCE REPORT FORM - LEVEL IV or FOURTH STEP (School Board Personnel Committee)
Union Community School District

A. Signature of the Aggrieved Person _____ Date Signed _____

B. Signature of the Superintendent _____ Date Signed _____

C. Date Received by the Board Secretary _____

EMPLOYEE DUTIES

During a typical work day (7:30-3:30), duties may be assigned to staff personnel. These duties may include, but are not limited to, morning supervision, recess supervision, lunchroom supervision, bus duty or study hall supervision. If any long term changes in the duty schedule are made, the changes need to be approved by the building administrator prior to implementation. In addition to their regular contract duties, specific certified staff will also have the following duties and be reflected in the individual staff member's evaluation. NOTE: Any change to these attendance expectations need to be addressed with the building administrator.

Elementary Staff

- Chaperoning class for music concerts

High School Staff

- Freshmen advisors are required to attend the homecoming dance and help chaperone.
- Junior advisors are required to attend prom and help chaperone.

EMPLOYEE EVALUATIONS

Evaluation of employees on their skills, abilities, and competence is an ongoing process supervised by the superintendent. The goal of the formal evaluation is to maintain employees who meet or exceed the board's standard of performance, to clarify each employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the administrators and employees.

REQUIRED OBSERVATIONS

Each first and second year certified employee shall be formally observed in writing at least two (2) times per year during the first two (2) years of employment. A continuing certified employee shall be formally evaluated, at minimum, once in a three year cycle. A continuing classified employee shall be evaluated yearly based on job descriptions/expectations. Formal observations will occur once in the fall and once in the spring semester, if possible.

Classroom observations which will be included as part of a formal written evaluation of an employee must be documented with a record of the date, time of day, and approximate length of time of each observation by the evaluator. This information must be shared with the employee being evaluated. Employees must receive written feedback from the evaluator if information from this classroom observation is used as part of the summative evaluation.

NOTIFICATION OF ASSIGNED EMPLOYEES

Within four (4) weeks after the beginning of each school year, the building principal, superintendent, or designated supervisor shall acquaint each employee under his supervision with the evaluation procedures and instruments. The purpose of the orientation is to achieve mutual understanding of the evaluation system. No evaluation shall take place until such orientation has been completed.

A new employee or an employee reassigned after the beginning of the school year shall be notified of the evaluation procedures in effect. Such notification shall be prior to the first evaluation.

INFORMAL OBSERVATION

Informal observation for evaluation purposes may be done at any time.

FORMAL WRITTEN EVALUATION PROCEDURE

The evaluator may request that the employee submit the objectives, methods, and materials planned for the performance situation to be observed.

CONFERENCE AND COPY

Each formal written evaluation and accompanying conference between the evaluator and the employee must be completed within five (5) working days following at least one (1) classroom observation of the employee being evaluated.

The date, time of day, and approximate length of the observation will be noted on the evaluation. A copy signed and dated by both parties shall be given to the employee and the evaluator or his/her designee. The employee's signature does not necessarily mean agreement with the evaluation, but rather awareness of the content. If the conference regarding the formal written evaluation of the employee is not completed within five (5) working days of a classroom observation of that employee, both parties may agree upon an alternative date. If an alternative date cannot be agreed upon, another formal classroom observation will be scheduled.

EVALUATION DOCUMENTATION

Information from classroom observations and other informal observations, within the school setting, will be utilized in completing an employee's formal written summative evaluation.

NOTIFICATION OF WRITTEN COMPLAINTS

Any complaints directed toward an employee which are placed in his/her personnel file are to be called to the employee's attention in writing within ten (10) days of the complaints.

RESPONSES

If the employee feels his/her formal written summative evaluation is incomplete, inaccurate, or unjust, he/she may put his/her objections in writing within ten (10) working days of the evaluation conference and have them attached to the evaluation report to be placed in his/her personnel file and also to the reports presented to the superintendent of schools. The file copy of such objections shall be signed by both parties to indicate awareness of the content.

RIGHT TO GRIEVE

Any employee may challenge (grieve) his/her evaluation on the grounds that (1) the proper evaluation procedures were not followed, (2) the evaluation criteria have been

ignored or misapplied, (3) the facts were not accurate, or (4) the evaluation was unfair, unjust or discriminatory

SUGGESTIONS FOR IMPROVEMENT/INTENSIVE ASSISTANCE

If difficulties are noted during any observation, evaluation, or any other applicable time, the building principal or appropriate supervisor shall provide the employee with oral, or possibly, written suggestions which the administrator believes may improve the quality of teaching and/or the employee's performance.

The administrator may also formalize an Intensive Assistance Plan with the employee. Per Iowa Code 284.8, "if a supervisor or an evaluator determines, at any time, as a result of a teacher's performance not meeting the district expectations or Iowa Teaching Standards/Criteria, the individual shall recommend an intensive assistance plan for the teacher. The intensive assistance program and its implementation are not subject to negotiation and grievance procedures."

For the Union Community School District, intensive assistance plans must include written notification of concerns, with specific references to district policy/procedure and/or Iowa Teaching Standards/Criteria, date plan initiates and a mutually agreed upon date of termination as well as specific employee actions to address the documented deficiency areas. Plans may also include a list of staff who may help, deadlines, meetings, additional observations, an additional evaluation year, and any other information deemed relevant. At the end of plan, the evaluator makes one of three determinations:

- Problem is resolved; teacher is removed from the assistance plan.
- Progress is noted, the timeline is extended and work continues on the assistance plan.
- The problem is not resolved; progress is not noted. The district may take action toward termination or non-renewal of contract.

EMPLOYEE RECORDS

The district will maintain personnel records on employees. The records are important for the daily administration of the educational program, implementing board policy, for budget and financial planning, and for meeting state and federal requirements.

The records will include, but not be limited to, records necessary for the daily administration of the school district, salary records, evaluations, application for employment, references and other items needed to fulfill board policy. Employee personnel files are school district records and are generally considered confidential records and therefore are not open to public inspection or accessibility. Only in certain/limited circumstances, when the employee has given a signed consent or non-confidential records such as an employee's salary or individual contract, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Employees may have access to their personal files, with the exception of letters of reference, and copy items from their personnel files at a time mutually agreed upon between the superintendent and the employee. The school district may charge a reasonable fee for each copy made.

EMPLOYEE SEARCHES

Employees should have no expectation of privacy in their classrooms, desks, computers or other district provided space or equipment. School district personnel may look into these areas/items when necessary. Anything on the school district's computers, server, website, and in school district files, etc. are considered a public record and open to public inspection, unless otherwise specified by law. If the school district conducts an examination or inspection, under the terms of this policy, there will be at least two individuals present at the time. Should the school district get a request to see this information, at that time, a determination will be made whether the information can be withheld as confidential information. The school district assumes no responsibility or liability for any items of personal property placed in or on the desk or workplace which is assigned to the employee.

FIELD TRIPS

The principal may authorize field trips and excursions when such events contribute to the achievement of education goals of the school district. The school district will provide transportation for field trips and excursions.

In authorizing field trips and excursions, the principal will consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent. Written parental permission will be required prior to the student's participation in field trips and excursions. The board's pre-approval will be required for student field trips and excursions outside the state, whether using school transportation or not. This provision also applies to co-curricular/extra-curricular groups traveling out of state for camps, contests, meetings, presentations, etc. The superintendent's approval will be required for field trips and excursions which involve unusual length or expense.

Field trips and excursions are to be arranged with the principal well in advance. A detailed schedule and budget must be submitted by the employee. The school district will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher may be required to submit a written summary of the event.

FUNDRAISING

Fundraising can foster a sense of community and pride in the school district through group efforts to accomplish a common goal. The school board believes fundraising campaigns can further the interests of the district. Care must be taken to help ensure fundraising efforts are done properly and safely to benefit the school community. The school board is responsible for approving all district affiliated and student fundraising. Any person or entity acting on behalf of the district and wishing to conduct a fundraising campaign for the benefit of the district shall begin the process by seeking prior approval from the board or its designee. Any fundraising efforts conducted using the district's resources, name, logos, symbols, or imagery will be conducted in accordance with all policies, regulations and rules for fundraising within the district.

District Affiliated Fundraising

There are times when the school board may decide to engage in district-affiliated fundraising efforts to benefit the school district. All district affiliated fundraising efforts will fulfill a public purpose and will not benefit only one single individual or family, except in unique circumstances pre-approved by the school board. The use of district owned resources to conduct fundraising efforts will be in accordance with all applicable laws and regulations and other relevant district policies and procedures. Money or items raised by any district affiliated fundraising campaign will be the property of the district only upon acceptance by the board and will be used only in accordance with the terms for which they were given, as agreed to by the board.

Student Fundraising

Students may raise funds for school-sponsored events with the permission of the school board. The school board delegates to the Superintendent the authority to approve routine student fundraising as deemed appropriate. Collection boxes for school fundraising must have prior approval from the school board or its designee before being placed on school property. All funds generated from district-sponsored student fundraising will be placed in the district's student activity fund. The Superintendent will develop necessary regulations to ensure the safety and equity of student fundraising efforts.

Online Fundraising

The use of the district's name, logos, symbols, or imagery for online fundraising will be subject to the approval of the Superintendent. All online fundraising efforts will fulfill a public purpose, and will not benefit only one single individual or family except in unique circumstances pre-approved by the school board. If approved, the requester shall be responsible for preparing all materials and information related to the online fundraising campaign and keeping district administration apprised of the status of the campaign.

All items and money generated from online fundraising are subject to the same controls and regulations as other district property and shall be deposited or inventoried accordingly. No money raised or items purchased shall be distributed to individual employees..

LUNCH PERIOD

Employees shall have a daily, duty-free lunch period of twenty (20) minutes. Employees may leave the building during their scheduled duty-free lunch period after first notifying administrative office personnel. Support staff leaving the building must use the Frontline Education Time and Attendance system for recording their absence, and it is unpaid.

PROBATIONARY TEACHERS

The first three consecutive years of employment of a teacher in the same school district is a probationary period. However, if the teacher has successfully completed a probationary period of employment for another school district located in Iowa, the probationary period in the current district of employment shall not exceed two years. A board of directors may waive the probationary period for any teacher who previously has served a probationary period in another school district and the board may extend the probationary period for an additional year with the consent of the teacher.

In the case of the termination of a probationary teacher's contract, the contract may be terminated by the board of directors effective at the end of a school year without cause. The superintendent or the superintendent's designee shall notify the teacher not later than April 30 that the board has voted to terminate the contract effective at the end of the school year. The notice shall be in writing by letter, personally delivered, or mailed by certified mail. The notification shall be complete when received by the teacher. Within ten days after receiving the notice, the teacher may request a private conference with the school board to discuss the reasons for termination. The provisions of sections 279.15 and 279.16 shall not apply to such a termination.

The board's decision shall be final and binding unless the termination was based upon an alleged violation of a constitutionally guaranteed right of the teacher.

PUBLIC COMPLAINT REGARDING EMPLOYEE

The board recognizes situations that may arise in the operation of the school district which are of concern to employees, parents, students or other members of the school district community.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board, it will be referred to the administration to be resolved. Prior to board consideration, however, the following should be completed:

- Matters should first be addressed to the employee;
- Unsettled matters, problems or questions about individual attendance centers should be addressed to the employee's building principal or director;
- Unsettled matters, problems, or questions concerning the district should be directed to the superintendent;
- If a matter cannot be settled satisfactorily by the superintendent, it may be brought to the board, in writing and signed. It is within the board's discretion to hear an act upon complaints/concerns.

If an individual speaks to the board regarding an employee or individual student, in an open session, the board will not be able to respond nor disclose/discuss any confidential information. In addition, any comments deemed defamatory in nature may be subject to legal action. More information regarding this topic can be found in board policy 213.1.

REDUCTION IN STAFF

The board has the exclusive authority to determine the appropriate number of licensed employees. A reduction of licensed employees may occur as a result of, but not be limited to, changes in the education program, staff realignment, changes in the size or nature of the student population, financial situation considerations, and other reasons deemed relevant by the board.

The reduction in licensed employees, other than administrators, will be done through normal attrition if possible. If normal attrition does not meet the necessary reduction in force required, the board may terminate licensed employees. It is the responsibility of the superintendent to make a recommendation for termination to the board.

The superintendent shall consider the following criteria in making the recommendations:

- Endorsements and educational preparation within the grade level and subject areas in which the employee is now performing;
- Relative skills, by ability and demonstrated performance;
- Qualifications for co-curricular programs; and
- Number of continuous years of service to the school district. This will be considered only when the foregoing factors are relatively equal between licensed employees.

Due process or terminations due to a reduction in force will be followed. The administration shall provide written notice to each employee to be terminated by April 30th, preceding the school year. Such notice shall include written reasons for the reduction of staff.

Recall Rights

1. Any employee laid off pursuant to this policy shall have recall rights for 1 year from the effective date of his/her layoff to any position for which he/she is certificated or for which he/she has accumulated hours toward an endorsement prior to that layoff. Individuals will be recalled to available positions in inverse order to their layoff. Any employee re-employed by exercising his/her recall rights shall be granted the step on the salary schedule he/she would have occupied during the layoff. If the employee has qualified for vertical or horizontal movement on the salary schedule during the layoff, the movement may be granted by the superintendent. The employee shall also be credited with the number of sick leave and personal days he/she had accumulated at the time of the layoff.

2. The offer of a position by the district to professional staff members on staff reduction shall be sent by certified mail and shall be accepted or rejected within fourteen (14) calendar days of receipt. The professional staff member must be prepared to assume the position within thirty (30) calendar days after the date of receipt.

SOCIAL MEDIA USAGE (PROFESSIONAL AND PERSONAL) EXPECTATIONS

Professional

- UCSD employees' behavior on social media should reflect the same standards of honesty, respect and consideration they are expected to adhere to in all forms of communications and interactions.
- Do not submit or post confidential or protected information about the district, its students, alumni, or employees. You should assume that most information about a student is protected from disclosure by both federal law (the Family Educational Rights and Privacy Act (FERPA) and state law (Iowa Code Section 22.7(1)). Disclosure of confidential or protected information may result in liability for invasion of privacy or defamation and result in disciplinary action up to, and including, discharge from employment.
- Report, as required by law, any information found on a social networking site that falls under the mandatory reporting guidelines.
- Do not use language that could be considered defamatory, obscene, proprietary, or libelous, or that constitutes an incitement to imminent violence or a true threat.
- Do not post or otherwise publish content that is or could reasonably be perceived as bullying, discrimination, or harassment in violation of UCSD policy.

- Exercise caution with regards to exaggeration, colorful language, guesswork, copyrighted materials, legal conclusions, and derogatory remarks or characterizations.
- Consider whether a particular posting puts your professional reputation and effectiveness as an UCSD employee at risk.
- Be cautious of security risks when using third-party applications within a social media site.
- Run updated malware protection to avoid infections of spyware and adware that social media sites might place on your personal computer.
- Be alert to the possibility of phishing scams that arrive through a social media site.
- Comply with all District policies and state laws on the use of district-owned hardware, software and networks apply, as relevant, to the use of social media for an UCSD school, class or program.
- Notify your supervisor/principal if you wish to establish a social media site for a school, class or program.
- If using Facebook, create an organization page for your school, class or program; do NOT use a personal Facebook page for school-related purposes.
- Establish expectations for acceptable use on your social media site that are compliant with the District's expectations for acceptable use (see example at end of document).
- Do not post anything on a school or district affiliated social media page that advocates for or against a political candidate or ballot initiative.
- Refrain from posting or otherwise publishing images that include students without parental release forms on file, which can be confirmed on our school information system
- Pay close attention to the site's security settings and allow only approved participants access to the site.
- Remember that behavior inappropriate in school or the classroom should be considered inappropriate online.

Personal

In addition to Section I, above, employees using social media for personal (non-District- related) purposes are expected to:

- Refrain from accepting current UCSD students as “friends” on personal social media sites.
- Be aware that people classified as “friends” have the ability to download and share your information with others.
- Remember that once something is posted to a social media site it may remain available online even if you think it is removed.
- Assume that anything you post to a personal social media site can be accessed by anyone and will be available forever.
- Sharing school or district social media posts to your personal social media page is acceptable and encouraged if it is something of interest to you.
- Set and maintain appropriate social media privacy settings. Be aware that social media sites can change their privacy policies and standards at any time, possibly exposing posts that employees believed were private to the public.
- Avoid using a social media site to post content which may be considered defamatory or obscene, and do not post content which violates copyright or other intellectual property laws.

- Never use a social media site to post information about an UCSD student or employee in a way that is or could be reasonably perceived as discriminatory, harassing, or otherwise derogatory.
- Never use a social media site to post or otherwise publish confidential or protected information about the District, its students, or its employees. Disclosure of confidential or protected information may result in liability for invasion of privacy or defamation.

Employee expression on social media platforms that interferes with the district's operations or prevents the district or employee from functioning efficiently and effectively and/or engages in inappropriate social media or other electronic communication may be subject to discipline up to and including termination.

TEACHING ASSIGNMENT

Determining the location where an employee's assignment will be carried out is the responsibility and within the sole discretion of the board. In making such assignments, the board will consider the qualifications of each employee and the needs of the district.

The district administration is responsible for the proper assignment of all staff members in conformance with any legal or certification requirements. If possible, each employee shall be given notice of his/her salary and tentative class and/or subject assignment changes and building assignment for the next year by the last day of the preceding school year.

TRANSFERS/ASSIGNMENTS

INVOLUNTARY

The movement of an employee at the discretion of the administration and/or the Board to a different building shall be considered an involuntary transfer. An involuntary transfer shall be made only after a meeting between the employee involved, the building principal(s), and/or the superintendent at which time the employee will be given written notification of the transfer. A member of the Association may be present at the employee's request. Notice of an involuntary transfer or academic reassignment shall be given in writing to employees no later than the last scheduled school day of the preceding year, if at all possible.

VOLUNTARY

The movement of an employee at his/her request to a different building shall be considered a voluntary transfer.

1. If an employee desires a transfer to a new position (either grade level or building), they must inform the principal of that building in writing **no later than 3 school days** after the position has been posted. For the purpose of this requirement, email is sufficient.
2. Any currently qualified internal employee who applies for a posted vacancy will be given priority in the filling of such vacancies before new, external applications are considered. If there are no internal candidates who meet the criteria, the district will then advertise externally on Teach Iowa.
3. If there are two (2) or more applicants for a position, the principal will schedule and lead formal interviews of the candidates. These interviews will be conducted by a team of current staff, from the building in which the vacancy exists. Every effort will be made to include grade level members (if applicable) as well as other staff who may be impacted

by the transfer. There must be a minimum of three individuals on this committee, and the principal may consult with the superintendent in regards to its members.

4. The committee will conduct the interviews according to current district policies/procedures and then make a recommendation to the superintendent. If it is determined, by the team, that the internal candidate(s) is not the best fit then the position will be posted for external candidates.
5. If an internal candidate is chosen by the committee, the superintendent will then submit the individual's name to the Union Community School District Board of Education for approval at the next scheduled meeting

WORK DAY

No teacher shall be required to work more than eight (8) hours per day, except the day will be extended when there are staff meetings and conferences. Typical work days start at 7:30 A.M. and end at 3:30 P.M., unless noted on an individual's contract. On Fridays, the workday shall end at 3:20 P.M. unless the employee is supervising students. Professional development days which require staff to travel to another building in the district are to begin at 8:00 a.m., unless communicated otherwise.

Support staff hours are listed on their individual contracts. Maintenance and transportation staff with additional hours added to their hiring agreements are expected to work within those hours. All overtime should be approved prior with the building administrator or superintendent except in the case of emergency.

Each elementary school may establish "Welcome" or "Open House" activities prior to the start of the school year. If these events occur, employee hours for each elementary will be adjusted to reflect a contractual day (8 hours).

WORK YEAR

The basic school year for teachers shall be one-hundred ninety (190) days. The 2025-2026 academic calendar includes one hundred and seventy two (172) days of teaching and service (including parent-teacher conferences), eleven (11) days of professional development, five (5) teacher work days, and two (2) paid holidays. The board may adjust the amount of contractual days for teachers in any given year, prior to the scheduled final day.

The basic school year for associates will be one hundred seventy two days based on the 2025-2026 academic calendar. Additional days may be requested by the district and/or the building administrator. In addition, associates may choose to attend any/all professional development days/times specifically for their position(s) offered by the district.

The basic contract year for building secretaries shall consist of two hundred and ten (210) days, which includes 190 days aligned with the teacher contract and 10 days scheduled prior to the teacher report date at the start of the school year. The remaining 10 days may be scheduled after the final student day, based on the specific operational needs of each building. These post-year days may be continuous or spread out over the summer, as determined by the building administrator in collaboration with the employee. In all cases, the total number of contracted days shall not exceed 210. Each employee shall be notified of date, time, and place to report to work. Admin assistants are not to take leave in the summer, past the days after school, unless there is an emergency situation.

The basic school year for administrators is two hundred and sixty (260) days of service, 190 days reflecting the teacher contract, and 15 days of vacation. Building administrators additional days beyond the 190 days of the teacher contract may be adjusted to meet the individual needs of their assigned building. Each employee shall be notified of date, time, and place to report to work.

HEALTH AND WELL-BEING

ADMINISTERING MEDICATION

The supervision of any medication distribution to students will be in strict compliance with the rules and regulations of the board. District employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in board policy and after completing the medication administration training.

ANTI-BULLYING/HARASSMENT

Harassment and bullying of students and/or employees are against federal, state, and local policy and are not tolerated by the district. The board is committed to providing all employees and students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices which are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Once an administrator is notified of a possible student bullying/harassment issue, they are expected to address the situation in a timely manner using appropriate evidentiary options (statements, video footage, notes, etc.) given the circumstances.

The board prohibits harassment, bullying, hazing or any other victimization of employees and students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

EMPLOYEE INJURY ON THE JOB

Employee, as well as student safety, is always top priority. Employees should remove themselves from and report any situations where their safety may be compromised. When an employee becomes seriously injured on the job, the employee's supervisor will attempt to notify a member of the family or an individual of close relationship as soon as the employee's supervisor becomes aware of the injury. If the injury is an emergency the employee or supervisor needs to notify emergency services. If possible, an employee may administer emergency or minor first aid. An injured employee will be turned over to the care of the employee's family or qualified medical professionals as quickly as possible.

Steps Employees Should Do When Injured on the Job (Non-Emergency)

1. Notify your immediate supervisor of the situation. If injury happens during contractual time, notifying the school nurse or nurse aide is also advised.
2. Explain what happened in a clear, simple manner and also divulge the resulting injuries.
3. Supervisor contacts the EMC OnCall Nurse 1-844-322-4668 first.
 - a. Note: Supervisor will probably need employee information to make the report.
4. OnCall nurse contacts the employee to get information and to either refer the employee to an additional provider or give specific instructions on self-treatment. The injured employee(s) is given a reference number at that time.
5. OnCall nurse sends injury alert and work status to medical provider.
6. OnCall nurse also sends the triage report to the employer contact and completes all the necessary documentation.
7. Employee communicates with the immediate supervisor, if there is a need for an absence(s).
8. Employee submits any documentation from the medical provider in relation to the incident, following treatment.
9. Employee obtains a signed and medical release form from the medical provider to return to work, if necessary.

Note: For any emergency situation, staff need to call 911.

HAZARDOUS CHEMICAL DISCLOSURE

Each employee will annually review information about hazardous substances in the workplace. When a new employee is hired or an employee transfers to a new position or worksite, the information and training, if necessary, is included in the employee's orientation. When any additional hazardous substance enters the workplace, information about it is distributed to all employees and training is conducted for the appropriate employee(s). The superintendent will maintain information regarding the presence of hazardous substances in the workplace.

HEALTH/WELLNESS OF STUDENTS

Employees should learn the location of first aid equipment and supplies. You may be required to administer minor first aid to your students in some emergency or non-emergency situations. The best option, in regards to first aid for students, is to contact the nurse (or designee) and the administration as soon as possible.

SMOKE AND TOBACCO-FREE WORKPLACE

The district is committed to providing a safe and healthy workplace and to promoting the health and well-being of employees as required by Iowa Code 142B, the Iowa Smoke-Free Air Act. The district prohibits smoking, the use of tobacco or a vaping device, and additional nicotine products, as cited in board policy, on all school grounds and school vehicles.

LEAVES AND ABSENCES

ABSENCES

In order to accomplish the mission/vision of the district, daily attendance by employees is imperative. Employees are encouraged to limit their absences to emergencies and appropriate instances that cannot be scheduled outside of the workday. Any misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action. Every employee should know to whom he/she reports absences. Requests for specific types of leave may be denied by the principal and/or superintendent.

NOTE: All possible leaves for employees are listed in board policy 409.2.

ADOPTION LEAVE

A leave of absence without pay may be granted for the purpose of adopting a child. The length and need for such a leave will be determined by the superintendent or his/her designee. Employee insurance benefits will be paid by the board for the first six (6) weeks of adoption leave, an extension of six (6) weeks is possible and reviewed on an individual basis.

ASSOCIATION LEAVE

Officers and/or representatives of the Association will be allowed up to 10 days absence from school duties for Association business, without pay deduction. The Association will pay for the substitute teachers.

BEREAVEMENT LEAVE

All employees shall be granted leave to attend funerals as follows:

- Up to three (3) days per occurrence for funerals of other relatives (sister-in-law, brother-in-law, grandchild, employee's grandparents). The use of personal days, in this situation, may be limited.
- For any individual not listed above, the employee will be granted 1 day for bereavement leave.

Note: **Attending funerals while being compensated for singing, playing an instrument, officiating, etc for that funeral does not fall under the use of funeral leave days, and would be unpaid.**

- The superintendent or his/her designee shall have the power to extend all the above provisions in any specific instance.

CATASTROPHIC LEAVE

The Catastrophic Personal Illness/Injury Leave Program is a voluntary program that allows employees, (certified and support) to donate a portion of their annual sick leave to assist other participating employees who are experiencing an unusual or catastrophic illness and/or injury and who have not qualified for long term disability (LTD).

Participants donate two (2) days of personal sick leave each of the first two years of participation and one (1) day of personal sick leave each consecutive year they participate in the program. Employees may not donate days to specific employees and may not donate more or less days than

indicated above. Contributed days become property of the bank and cannot be returned to a contributing employee.

An unusual or catastrophic personal illness/injury is defined as a medical or psychological event experienced by an employee, which is likely to replace an employee's absence from their job during the contract year for a prolonged period of time and prior to qualifying for LTD, if applicable. Normal pregnancies and recovery from childbirth are not included in the definition of catastrophic personal illness. Common surgeries are not included in the definition of catastrophic personal illness.

Employees wishing to enroll, or those currently enrolled and wishing to terminate their participation, may do so by August 31, of each school year. Requests received after August 31, will not be effective until the following September.

To be eligible to draw from the bank, an employee must have

1. Contributed to the bank in the school year they wish to draw from the bank,
2. Used all of their accumulated sick leave days,
3. Used all of their accumulated personal leave days,
4. Used all of their accumulated vacation days, if applicable, and
5. Have not yet met the elimination period for long term disability, if applicable.

When an employee requests catastrophic personal illness/injury leave from the bank, they must also sign a release of information, allowing the district access to his/her medical records to verify need for such leave and present a letter from their doctor verifying the amount of time needed for the personal illness/injury leave from the bank.

If there is a question regarding the need for leave, a Review Committee composed of two (2) bargaining unit employees, one (1) support staff employee, two (2) school board members, and the superintendent shall review the particulars of the request. The board reserves the right, at their expense, to request that a doctor of their choosing review the need for unusual or catastrophic illness/injury leave with the employee's doctor. The decision of this Review Committee shall be final.

Employees may draw from the catastrophic personal illness/injury leave bank according to their years of participation in the Catastrophic Personal Illness/Injury Leave Program, as follows:

First year of contributing leave to the bank, up to	20 days
Two years of continuous contributing to the bank, up to	40 days
Three or more years of continuous contributing to the bank, up to	60 days

In no case shall any one employee be able to draw leave from the bank to cover more than 90 calendar days during a contract period per any one occurrence of catastrophic illness/injury.

Use of bank leave days will be based on a daily use basis, e.g. everyone eligible to draw each day according to their years of participation in the Catastrophic Personal Illness/Injury Leave Bank until total leave bank days have been exhausted.

Any days contributed to the bank which are not used in one year (July 1 to June 30) will be carried forward to the next year and added to any new days contributed for the following year. Should the bank be depleted of days, employees will have the opportunity, on a voluntary basis, to contribute another day to the bank for that year.

EXTENDED LEAVE (Teacher Only)

A leave of absence without pay or fringe benefits for up to one (1) year may be granted at the discretion of the superintendent upon written request from an employee for the purpose of engaging in study at an accredited college or university.

Upon return from such leave, the employee shall be placed in the same or a comparable teaching position, which may include supplemental duties. If the employee has served at least half the days in a regular contract before requesting such leave, the employee will be placed at the same position he/she was on before requesting leave, and will advance one step per year thereafter. If the employee has served less than half a regular contract year before requesting this leave, he/she will return to the same position on the salary schedule as he/she was on when he/she left.

The employee on leave must notify the superintendent by February 1st preceding the next school year of his/her intent to return to teach in the district. Any employee who may be terminated due to such return shall be informally notified by March 15th. To determine a comparable teaching position, the following steps will be used:

- | | |
|------------|--|
| Elementary | <ol style="list-style-type: none">1. A position at the employee's original grade level/assignment.2. A position within three grades as follows: K-3, 4-6.3. Any position for which the employee is certified by the Department of Education. |
| 7 - 12 | <ol style="list-style-type: none">1. A position in the employee's major subject area/assignment.2. Any position for which the employee is certified by the Department of Education. |

These steps will be followed sequentially in an effort to provide a position most like the employee's original position before the leave was taken.

FAMILY AND MEDICAL LEAVE (FMLA)

Under the Family and Medical Leave Act, unpaid family and medical leave will be granted up to 12 weeks per year to assist employees in balancing family and work life for family and medical reasons for any of the following:

1. To care for the employee's child after birth, or placement for adoption or foster care;
2. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
3. For a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of *paid* leave may be substituted for unpaid leave.

To be eligible for Family and Medical Leave, an employee must have worked for the covered employer for at least one (1) year, and for 1,250 hours over the previous twelve (12) months. According to board policy, this year is defined as July 1 – June 30.

During the duration of FMLA leave, the employer will maintain the employee's health coverage and the employee will continue to pay their portion of any insurance coverage that is currently in

place at the time of the FMLA leave. If the employee is taking unpaid leave and is not receiving a paycheck from the district, it is the responsibility of the employee to pay the district by check for the employee's share of any insurance coverage usually deducted from their paycheck, on the schedule set by the district.

To request Family and Medical Leave, the employee must provide 30 days advance notice and medical certification to the district when the leave is "foreseeable". The employee must complete the forms in board policy 409.3 (for teachers, nurses, and administrators) or board policy 414.3 (for support staff) and return the forms to the superintendent for the leave to be approved. Leave may be denied if forms are not completed and/or requirements are not met.

HOLIDAYS

Classified employees that work the entire year are considered to be 12-month (260 day contract) employees and will be paid for each of the following holidays:

- | | |
|---------------------|-------------------------------|
| 1) New Year's Day | 6) Thanksgiving Day |
| 2) Good Friday | 7) Day after Thanksgiving Day |
| 3) Memorial Day | 8) Christmas Eve |
| 4) Independence Day | 9) Christmas Day |
| 5) Labor Day | |

IMMEDIATE FAMILY LEAVE

Absence due to serious illness of an employee's immediate family, which shall include spouse, children, parents, father-in-law, mother-in-law, grandchildren, and grandparents (whether or not their regular residence is in the home of the employee), or other relative whose regular residence is in the home of the employee, shall be limited to ten (10) days per year. Leave beyond the ten (10) days for illness of those family members listed above or leave for the illness of family members not listed above may be granted at the discretion of the superintendent whose decision will not be subject to the grievance procedure. Please note that family illness leave is deducted from your personal illness leave, not in addition to your personal illness leave.

JURY DUTY

Any employee covered by this agreement who serves on a jury will receive his/her normal salary and will turn over any per diem compensation received as a juror to the Board. Compensation for mileage, meals, and other expenses would remain the individual's responsibility. The employee will need to bring evidence from the Clerk of Court stating when his/her services terminated each day he/she served, and if at least one half (1/2) or more of the employee's normal work day remains after dismissal from the court, he/she should return to his/her assigned building and complete the remainder of his/her work day. This verification should be submitted to the district office within three (3) business days.

LATE IN/EARLY OUT (TEACHERS ONLY)

Teachers shall not be required to use personal leave when the teacher's absence for personal business is during the first thirty (30) minutes or the last thirty (30) minutes of the workday. Teachers may combine two (2) late in or early outs for one (1) hour block of time. A maximum of

twelve (12) of these absences are allowed per year. Examples of late in/early out leaves are for early morning appointments or a need to leave early to make it to an afternoon appointment/activity. The original intent of these leaves was to allow an employee to make an appointment without needing to use a personal day. Notification must be made to the building principal or his/her designee at least one school day in advance. Individual cases will be handled at the building level. These requests should be entered into Frontline Education Time and Attendance as a late in/early out, no sub required, and use "custom time" i.e. 7:30 a.m. to 8:00 a.m. or 3:00 p.m. to 3:30 p.m. This is the only instance when "custom" times should be used.

Beginning with the 2025-2026 school year, this provision is being extended to include absences related to district activities that may involve a staff member's child. A staff member may use up to four (4) 30 minute sections to attend their child's event ***within the district*** that may occur during any period of time during the regular school day. This provision is not intended to apply to events in the building in which the employee is assigned. Any absence used in this way would be deducted from the maximum of twelve (12) per school year. Staff members choosing to use leave for these events must find their own coverage and communicate that plan to their building principal at least one school day in advance.

If a teacher uses 13 or more late in/early outs, each one in excess will be deducted as a half day personal leave. If all available paid personal leave is exhausted then it will be a half day unpaid for each late in/early out.

Tracking in Frontline. Frontline is set up on the basis of half and full day absences, so the late in/early out balances are not accurate on the absence reason tab. You can, however, go into your Account and click the Absence Reason Balances tab, select Past Absences, choose this School Year and you will see all your absences. You can out the number of late in/early out absences you've used. Remember each one is .06 and if you used 2 it is recorded as .13. You cannot exceed .72 per year.

LEAVE WITHOUT PAY

A leave without pay may be granted to an employee at the sole discretion of the superintendent. The employee must give the superintendent or his/her designee five (5) calendar days' written notice requesting such leave, except in emergency situations.

PERSONAL ILLNESS

Teachers shall be granted 15 days of absence for personal illness, injury or disability with full pay for the first year of employment and for each subsequent year of employment. Hourly staff will receive 10 days their first year, 11 days their second year, 12 days their third year, this will continue until they reach 15 days in their sixth year of service.

The Board of Education or the superintendent may request evidence for such leave from the employee's physician. They may also require consultation between the employee's physician and a physician of the district's own choosing to verify the need for such leave. If the school district requests a consultation, the cost for that consultation shall be borne by the district.

Personal illness days for part-time employees who work 190 day contracts but fewer than 8 hours per day will be allotted on the basis that a sick leave "day" is equivalent to whatever their normal work "day" is. Personal illness days for part-time employees who work less than 190 day contracts will be allotted in proportion to the same ratio as their contract days are to 190 days.

This ratio would be multiplied times the number of sick leave days called for in the schedule above.

Maternity leave shall be considered sick leave for up to six weeks or the employee's accrued personal illness days, whichever is less. Additional leave shall be granted when medically necessary as verified by the employee's physician. Such leave will be with pay if the employee has sick leave remaining. Employee insurance benefits will continue to be paid as previously paid by the board for the first six (6) weeks of maternity leave, an extension of six (6) weeks is possible and reviewed on an individual basis.

Paternity leave shall be considered family illness leave, employees may use 5 family illness days for paternity leave. If additional leave is requested it will need to be taken as personal leave or unpaid leave. Individual cases can be reviewed and the superintendent may grant extensions on a case by case basis. Paternity leave shall be considered family illness leave for up to 5 days of their 10 Immediate Family leave days.

Employees shall submit a "Return to Work" status report to the district office prior to returning to work. This document should be generated by the attending doctor and contain any work status, any related limitations or restrictions.

The above amounts shall apply to consecutive years of employment in the Dysart-Geneseo, the LaPorte City and/or the Union Community School Districts and accumulated sick leave and credited current sick leave shall not be more than a total of one hundred twenty (120) days.

An employee returning to work after any illness or injury, whether or not sick leave benefits have been paid, may be required by the Board to undergo a medical examination to determine whether he/she is physically and mentally qualified to return to work. This examination shall be completed by a doctor or psychiatrist mutually agreed upon by the employee and the Board. The cost of such examination, if required, shall be paid by the Board.

When an employee will be absent from work, he or she shall give notice to his/her principal or the person designated by the Superintendent to receive such notice. If the absence is for consecutive days, the Superintendent or his/her representative shall be notified of the return of the employee. This process should be completed using the Frontline Education Time and Attendance system.

PERSONAL LEAVE

Faculty and Staff will be granted three (3) days of personal leave per year cumulative to a maximum of five (5) days to be used at the discretion of the employee. Personal leave may be granted the day before or after a holiday, or a vacation period. Use of personal days is discouraged during professional development days or on the opening or closing day of school except in cases of emergency as determined by the building principal or the superintendent.

Employees shall give the building principal at least three (3) school days notice before taking their personal day except in cases of emergency or extenuating circumstances as determined by the building principal or the superintendent.

Personal leave can be limited to a maximum of (3) three employees per building on a given school day or as deemed feasible by the building principal. These personal leave days shall be granted in order of their submitted application. In addition, administration may dictate when an employee may use personal leave if the day(s) is an award/prize for a staff activity.

Teachers who have accumulated five (5) personal days at the end of a school year (last working contract day) will receive the equivalent of three (3) day's pay for a substitute teacher for that contract year. Teachers who have accumulated four (4) personal days at the end of the school year (last working contract date) will receive the equivalent of two (2) day's pay for a substitute teacher for that contract year. Teachers who have accumulated three (3) personal days at the end of the school year (last working contract day) will receive the equivalent of one (1) day's pay for a substitute teacher for that contract year. This amount will be added to the July paycheck of those teachers who qualify.

Support Staff who have accumulated more than two (2) personal days at the end of a school year (last working contract day) will forfeit those unused days.

Per Iowa Administrative Code 4956.3(6), the cash payment of personal leave not used is not eligible for IPERS coverage and no IPERS deduction will be taken from this amount.

PROFESSIONAL LEAVE (Teachers Only)

Professional leave will be granted at the discretion of the superintendent or his/her designee. The employee wanting to use a day for professional leave shall file a request with his/her building administrator at least five school days in advance of his/her absence.

If the request is approved, expenses approved in advance will be paid by the district. Whenever possible, transportation will be by school-owned vehicle. In the event the teacher uses his/her personal car, mileage will be paid in the amount of the district's policy at that time.

An employee may leave during the last 20 minutes of the workday without penalty or using an "early out" when the employee is enrolled in a course or seminar at an accredited college or university and must attend class on that given evening. The course or seminar must be germane to the employee's teaching assignment as determined by the superintendent. The employee must guarantee that all duties have been covered. The employee shall be responsible for all fees, transportation, and other expenses for this course or seminar.

PUBLIC OFFICE LEAVE (Teachers Only)

A leave of absence without pay and fringe benefits for up to two (2) years shall be granted upon written request from an employee for the purpose of serving in a public office. Upon returning from such leave, the employee shall be placed in the same or a comparable teaching position which may include supplemental duties and at the same position on the salary schedule he or she was on before he/she left on leave and will advance one step per year thereafter. The employee must notify the superintendent by February 1 preceding the next school year of his/her intent to return to teach in the district. Any employee who may be terminated due to such return shall be informally notified by March 15. To determine a comparable teaching position, the following steps will be used:

- | | |
|------------|--|
| Elementary | <ol style="list-style-type: none">1. A position at the employee's original grade level/assignment.2. A position within three grades as follows: K-3, 4-6.3. Any position for which the employee is certified by the Department of Education. |
| 7 - 12 | <ol style="list-style-type: none">1. A position in the employee's major subject area/assignment. |

2. Any position for which the employee is certified by the Department of Education.

These steps will be followed sequentially in an effort to provide a position most like the employee's original position before the leave was taken.

STATE OR NATIONAL ASSOCIATION LEAVE

A leave of absence without pay and fringe benefits for up to one (1) year shall be granted upon written request from an employee for the purpose of serving as an officer of the Iowa State Education Association (ISEA) or the National Education Association (NEA). Upon returning from such leave, the employee shall be placed in the same or a comparable teaching position, which may include supplemental duties and at the same position on the salary schedule he/she was on before he/she left on leave and will advance one step per year thereafter. The employee on leave must notify the superintendent by February 1 preceding the next school year of his/her intent to return to teach in the district. Any employee who may be terminated due to such return shall be informally notified by March 15. To determine a comparable teaching position, the following steps will be used:

- | | |
|------------|---|
| Elementary | <ol style="list-style-type: none">1. A position at the employee's original grade level/assignment.2. A position within three grades as follows: K-3, 4-6.3. Any position for which the employee is certified by the Department of Education |
| 7 - 12 | <ol style="list-style-type: none">1. A position in the employee's major subject area/assignment.2. Any position for which the employee is certified by Department of Education. |

UNPAID LEAVE

When all paid leave options have been used, leave without pay (up to 10 days per school year) may be granted by the Superintendent. Unpaid leave will be deducted from contracted salary.

If any employee exceeds any paid leave balance, it will be deducted from their salary as unpaid. In the case of late in/early outs, anyone exceeding the daily limit or total balance will have each late in/early out deducted from available paid leaves in half-day increments. If the employee has no paid leave available, each late in/early out will be recorded and deducted as half or whole day unpaid leave. It is the employee's responsibility to make sure they know how much leave they have remaining and obtain proper authorization approval when they exceed any leave balance.

VACATION

Full-time (30 hours or more per week) classified employees that work the entire year are to be considered 12-month (260 day contract) employees and will be granted paid vacation days. Employees may not accrue more than five (5) vacation days from year to year without prior arrangement with the superintendent. No employee shall be paid in lieu of taking a vacation.

New employees will be granted up to five (5) days during their first year of employment. Employees will be granted ten (10) days of vacation on the July 1st that follows their hire date and each July 1st thereafter. After five years of continuous service, this will increase to fifteen (15) days. After fifteen years of continuous service, this will increase to twenty (20) days.

Vacation must be taken in half-day (0.5) increments. Vacation may be taken any time during the school year when the vacation will not disrupt the school district operations. The superintendent shall be responsible for determining whether the request will disrupt the school district operations. When leave is taken it cannot be added to hours worked and result in creating additional paid time or overtime hours.

An employee who starts or ends full-time employment mid-year shall receive a prorated portion of the leaves granted for that year. Leaves used in excess of the prorated amount will be deducted from the employee's final paycheck.

SAFETY AND SECURITY

ASBESTOS NOTICE

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and act as a guide in formulating asbestos management policies for the school/district. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the schools facilities suspected of containing asbestos. The inspection and laboratory analysis records for the basis for the asbestos management plan. A copy of the management plan is available for inspection, during regular business hours, in the administrative office.

BUILDING SECURITY

The district is committed to maintaining a safe and secure learning environment for students and staff. In order to accomplish this, it is the responsibility of all employees to do their part. Employees should contact their building administrator to report any security/safety hazard(s) or condition(s) as they become aware of the issue.

CORPORAL PUNISHMENT, RESTRAINT AND DETAINING STUDENTS

State law forbids school employees from using corporal punishment against any student. With that being stated, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to confine, detain or restrain any student. The law limits why, how, where and for how long a school employee may confine, detain or restrain a student. If a student is confined, detained or restrained, the school must maintain documentation and must provide certain types of notice to the child's parents/guardians. For additional information regarding Iowa law on this issue, please visit the "Timeout, Seclusion, and Restraint" section of the Iowa Department of Education's website.

EMERGENCY CLOSINGS

When the superintendent decides the weather, or other situation, threatens the safety of students and employees, he/she will have other staff members notify the local media, put the information on the district website, and utilize the district notification system to communicate a school closing/delay/early dismissal announcement.

EMERGENCY DRILLS/PROCEDURES

Periodically, each school holds emergency fire, tornado, and possibly other training drills. All staff members need to be aware of their building's policies and procedures. At the beginning of each quarter/semester/term, teachers must notify students of the procedure to follow in the event of each drill. Emergency procedures and proper exit areas must be posted in all classrooms. Staff members are expected to not only participate but may be asked to complete other duties during drills. In addition, all staff members must carry all necessary documentation with them during a drill and be able to produce/show them, if asked by an administrator.

SAFE+SOUND IOWA

As part of the Union Community School District's commitment to our students' safety and mental health, we are pleased to introduce **Safe+Sound Iowa**—a free, anonymous school violence reporting tool. Students, parents, teachers and other community members can help identify and provide intervention for students in crisis before they harm themselves or others.

Safe+Sound Iowa is available to K–12 schools statewide at no charge by the Governor's School Safety Bureau. It was developed to help prevent violence, unlawful possession of weapons, self-harm and other forms of victimization and threatening behaviors. Similar programs have been successful in preventing tragedy and saving lives in schools across the country, including Colorado, Pennsylvania and Arizona.

In past school attacks in the United States, 92% of those who noticed concerning behaviors before the events were schoolmates.* Students may not report warning signs due to feelings of anxiety or intimidation, fear of retaliation or not knowing who to talk to. Safe+Sound Iowa removes these barriers with easy, convenient and confidential ways to report safety concerns.

STUDENTS AND CLASSROOM ISSUES

ABUSE OF STUDENTS BY A DISTRICT EMPLOYEE

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior or innuendo, by employees will not be tolerated. Employees found in violation of this policy will be subject to disciplinary action up to and including termination, law enforcement involvement and report to the Iowa Board of Educational Examiners.

ADMINISTRATION OF TESTS

In the administration of standardized tests, it is a violation of test security to do any of the following:

- Provide inappropriate test preparation such as any of the listed here: copy, reproduce, or use in any manner any portion of the secure test booklet, for any reason; share an actual

test instrument in any form; or use test preparation materials or strategies developed specifically for the test.

- Deviate from the test administration procedures specified in the text examiner's manual.
- Provide inappropriate assistance to the students during the test administration.
- Make test answers available to the students.
- Change or fill in answers on student answer documents.
- Provide inaccurate data on student answer documents.
- Engage in any practice to artificially raise student scores.
- Participate in, direct, aid, counsel, assist, encourage, or fail to report any of the actions prohibited by this policy.

The superintendent is required to report any violation to the Board of Educational Examiners.

CHILD ABUSE REPORTING

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. The district believes this policy should be inclusive of all paid employees/substitutes. Staff/substitutes, who by Iowa law are not considered "mandatory reporters," are considered "permissive reporters."

When a mandatory/permissive reporter suspects a student is the victim of child abuse, the mandatory/permissive reporter will follow all applicable state laws regarding reporting. If the mandatory/permissive reporter believes the child is in immediate danger, the local law enforcement agency will be notified.

Prior to employment, all employees of the district are required to take a training course involving the identification and reporting of child and dependent adult abuse and/or provide proof of current certification.

CLASSROOM DISCIPLINE

Administration at Union Community Schools believe teachers/staff, using their professional expertise and judgment, must address classroom behavior issues first to have a more effective learning environment. If there is a serious issue and/or persistent negative behavior(s), administration may become involved.

CONFIDENTIALITY

Confidentiality regarding students and student work is extremely important. It is the expectation and responsibility of staff members to abide by confidentiality at all times and in all situations. Much care and judgment must be exercised in the handling of confidential information. A breach of confidentiality may result in disciplinary action, up to and including termination as well as personal liability for violation of Iowa's privacy law.

INDIVIDUALS WITH DISABILITIES ACT (IDEA)

The Individuals with Disabilities Education Act (IDEA) is a federal law ensuring services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention, special education and related services to eligible children. Employees are expected to comply with IDEA. Additionally, employees are expected to follow school district procedures to identify students for service and meet the needs of those already identified in the process.

SEARCHES OF STUDENTS AND PROPERTY

In order to protect the health and safety of students, employees, and visitors to district buildings, students and their belongings, as well as school owned lockers and desks, may be searched or inspected. A search of a student will be considered justified when there are reasonable grounds for the suspicion that the search will (possibly) find evidence that the student has violated or is violating the law or district policy, regulations or rules affecting school order. Employees must never search, pat down or otherwise inspect a student and his or her belongings without the notification and permission of the principal. Employees should never search or inspect a student's person or belongings without another adult/employee present. For additional information regarding searches of students and property, please consult Iowa Code 808A.1.

SECTION 504

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal assistance from the U.S. Department of Education. Section 504 provides, "No otherwise qualified individual with a disability in the United States... will, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under the program or activity receiving federal financial assistance..."

The Section 504 regulations require a school district to provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the disability. Under Section 504, FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met.

Teachers and designated support staff are responsible for implementing the Section 504 plan for identified individuals. It is important that teachers and support staff are aware of the student's disability and the accommodation and/or related services needed for the student to benefit from any program or activity offered by the district. Noncompliance with the written Section 504 plan may result in disciplinary action, up to and including termination.

SPECIAL EDUCATION

Teachers have the legal responsibility to acknowledge receiving and reviewing a student's Individualized Education Plan (IEP) as well as implementing the necessary accommodations and services with consistency and fidelity. It is further understood that failure to abide by the provisions and/or failure to implement services of the IEP (Behavior Intervention Plan, accommodations and modifications, data collection, etc.) presents a risk of non-compliance with the Individuals with Disabilities Education Act (IDEA) and other federal and state laws protecting the rights of students with disabilities. Failure to comply with such laws could lead to investigations from federal or state agencies as well as disciplinary measures from the state and/or district. Confidentiality and sensitivity also dictate discretion in the implementation of accommodations and services, and the district expects all to meet this standard.

TRANSPORTING OF STUDENTS BY EMPLOYEES

Generally, transportation of students is in a district-owned motor vehicle and driven by a bus driver or a district employee. Students may be transported in private vehicles for school purposes but only with prior superintendent permission. Individuals transporting students, for school purposes, in a private vehicle must also meet all applicable requirements set forth by the district and state and federal law.

WEAPONS

The board believes weapons, other dangerous objects and look-a-likes in school district facilities and at school/district sponsored events cause a material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the premises or property within the jurisdiction of the school district. All weapons, dangerous objects and look-a-likes are prohibited from being carried, possessed, transported or otherwise stored on school property and/or to school/district sponsored events. Students and staff may also have consequences for verbal or written threats or perceived threats to others.

APPENDIX A

ANNUAL BOARD POLICY NOTICES

Anti-Bullying/Anti-Harassment	Board Policy 104
Asbestos Containing Material	Board Policy 804.4
Corporal Punishment, Mechanical Restraint & Prone Restraint	Board Policy 503.5
Educational Records Access	Board Policy 506.1
Employees and the News Media	Board Policy 902.1
Equal Educational Opportunity	Board Policy 401.1
Fines, Fees and Charges	Board Policy 503.3
Free/Reduced Cost Meals Eligibility	Board Policy 710.2
Internet-Appropriate Use Regulation	Board Policy 605.6R1
Lau (EL) Plan	Board Policy 603.4
Notice of Non-Discrimination	Board Policy 102
Parent Involvement	Board Policy 505.8
Section 504	Board Policy 102.E3
Student Directory Information	Board Policy 506.2
Student Fee Waiver/Reduction Procedures	Board Policy 503.3R1
Student Health Services	Board Policy 607.2
Student Illness or Injury at School	Board Policy 507.4
Use of Cameras on School Buses	Board Policy 711.2R1

APPENDIX B

COACHES AND SPONSORS SALARY SCHEDULE

Base 32500						
Yrs of Exp	Level A	Level B	Level C	Level D	Level E	
0/1	3250	2600	1950	1625	1300	
2	3375	2725	2075	1750	1425	
3	3500	2850	2200	1875	1550	
4	3625	2975	2325	2000	1675	
5	3750	3100	2450	2125	1800	
6	3875	3225	2575	2250	1925	
7	4000	3350	2700	2375	2050	
8	4125	3475	2825	2500	2175	
9	4250	3600	2950	2625	2300	
10	4375	3725	3075	2750	2425	new hire max pay
11	4500	3850	3200	2875	2550	
12	4625	3975	3325	3000	2675	
13	4750	4100	3450	3125	2800	
14	4875	4225	3575	3250	2925	
15	5000	4350	3700	3375	3050	current EE max pay
Note: If an employee is currently over the max pay, administration determines any salary increase.						
Level A- Head High School Coaches (Baseball, Basketball, Football, Softball, Volleyball, Wrestling), HS Vocal Activities, HS Band Activities						
10%						
Level B- Head High School Coaches (Cross Country, Golf, Tennis, Track, Soccer), Head Strength and Conditioning, Head Musical						
8%						
Level C- Assistant High School Coaches for Level A Teams, Head Fall Play, MS Vocal Activities, MS Band Activities						
6%						
Level D- Assistant High School Coaches for Level B Teams, Asst. Strength and Conditioning, Asst. Musical, HS Speech- Ind & Large Group						
5%						
Level E- MS sports, Asst. Fall Play						
4%						
Level F - Set \$ Amount						
\$500 Elem/MS Student Council, Elem/MS Yearbook, NHS, Art Club						
\$650 MS PAL, Senior Class, Asst Prom, Academic Decathlon						
\$1,000 MS FFA, Bldg Tech, Head Prom, HS Yearbook, HS St. Council, Skills USA, FBLA, FCCLA, Asst Dance, Musical Conductor & Accompanist, HS C						
\$1,500 HS FFA, Head Dance						
\$5,000 MS Athletic Director						

