



**CLASSIFIED STAFF HANDBOOK**

**Tripoli Community School District**

**2022-2023**

**THIS EMPLOYEE HANDBOOK IS NOT INTENDED TO CREATE ANY CONTRACTUAL RIGHTS IN FAVOR OF YOU OR THE SCHOOL DISTRICT. THE SCHOOL DISTRICT RESERVES THE RIGHT TO CHANGE THE TERMS OF THIS HANDBOOK AT ANY TIME.**

Tripoli Community Schools is an equal opportunity institution and will not discriminate on the basis of actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status and which creates an objectively hostile school environment as required by Title VI, Title IX, and Section 504. Further, the Board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment. For information regarding civil rights or grievance procedures, contact Superintendent of Schools, Tripoli Community Schools, 209 Eighth Avenue, SW, Tripoli, IA 50676, phone [319-882-4201](tel:319-882-4201).

The Tripoli Community School District offers career and technical programs in the following service areas: Agriculture, Food, and Natural Resources, Applied Sciences, Technology, Engineering, and Manufacturing, Business, Finance, Marketing, and Management, Human Services.

It is the policy of the Tripoli Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator, School Counselor, 209 Eighth Avenue, SW, Tripoli, IA, [319-882-4201](tel:319-882-4201).

**Section I: Definitions**

- A. “Board” - The Board of Directors of the Tripoli Community School District.
- B. “Full-time Classified Employees” – An employee regularly performing services on behalf of the Board for forty (40) hours per week for twelve (12) months or an equivalent of 2,080 hours per year.
- C. “Non-full-time Classified Employee” – Any employee who works less than forty (40) hours per week, twelve (12) months per year.
- D. Any employee who works under 30 hours per week for a 12-month or less period is not eligible for health insurance benefits.
- E. “Administrator” – The chief officers of each building (the superintendent/6-12 principal, the PK-5 principal/school improvement coordinator, and/or the Dean of Students).
- F. “Work Year” – Defined as the fiscal year of July 1 – June 30 annually.

**Section II: Wages**

- A. Wage Schedule Placement for New Employees:  
All new employees will start at the base pay established for each classified group.
- B. Salary Determination:  
Each classified employee, based upon satisfactory evaluation of work and work habits, may receive a yearly raise in wage.
- C. Substitute Classified Employee Wage:  
All substitute salaries shall be annually established by the Board of Education.
- D. Wage Scale Per Hour:

Position	Base Salary FY21	Sub Salary
<b>Associate/Aides</b>	<b>\$12.50</b>	<b>\$12.00</b>
<b>Custodian</b>	<b>\$12.50</b>	<b>\$12.00</b>
<b>Kitchen Worker/Cook</b>	<b>\$12.50</b>	<b>\$12.00</b>
<b>Secretary</b>	<b>\$13.50</b>	<b>\$12.00</b>
<b>Special Ed. Van Driver</b>	<b>\$12.50</b>	<b>\$12.00</b>
<b>Bus Driver</b>	<b>\$14.00</b>	<b>\$12.50</b>
<b>Activity Bus Driver</b>	<b>\$14.00</b>	
<b>Activity Driving/Coach Rate</b>	<b>Flat Fee \$50.00</b>	

Position	Per Day FY22	Half Day FY22	Per Day FY23	Half Day FY23
Sub Teacher	\$115.00	\$57.50	\$115.00	\$57.50
Long-Term Teacher Sub	The sub will be paid \$115 per day through the 10 <sup>th</sup> day. On the 11 <sup>th</sup> day, the sub will be paid the per diem rate of the teacher’s base salary, currently <b>\$181.82</b>			
	Parent Pay	Instructor Pay	Parent Pay	Instructor Pay
Driver’s Education	\$340.00	\$210.00	\$350.00	\$220.00



### Section III: Payroll Deduction

- A. Any classified employee may authorize, with the Board Secretary, a payroll deduction for annuities and/or health and major medical insurance premiums for individual and family premiums.
- B. The individual classified employee agrees to indemnify and hold harmless the Board, each individual Board member, all administrators and their designee against any claims, costs, or suits, or other forms of liability and all court costs and attorneys' fees arising out of the application of the provisions for dues deductions as same are set forth above in this handbook.

### Section IV: Hours of Work and Overtime

- A. Hours of work:

**It is understood that an individual employee's regular working hours per day will be determined by the superintendent.** Overtime and/or compensation hours will not be granted without the **PRIOR** approval of the employee's immediate building supervisor. The superintendent will monitor overtime/comp time each week to determine if an excessive amount of overtime and/or comp time is used. All classified employees must use the computer or time clock in their respective buildings upon arrival at work, at meal break, and upon departure from work.

- Work Assignment:

It is understood that the superintendent shall have the right to shift secretaries, teacher associates, cooks, and custodians to other buildings as deemed appropriate to best meet the needs of the school district. In addition, if the need arises, the superintendent may shift custodians to outside work or painting duties when it is necessary to do this work in the summer time or during the school year. The superintendent will make assignments to buildings or areas of a building.

- B. Meal Periods and Breaks:

All meal periods shall be unpaid unless the classified employee is assigned work or has responsibilities during that time. All classified employees who work:

<u>Work Hours</u>	<u>Break Time</u>	<u>Lunch Time</u>
3 hours or less per day	No Break	
4 hours per day	One 15-Minute Paid Break	No Lunch Break
6 hours per day	One 15-Minute Paid Break	30-Minute Unpaid Lunch
8 hours per day	Two 15-Minute Paid Breaks	30-Minute Unpaid Lunch

No employee may have the option to skip entitled breaks or lunch periods to accumulate comp time.

C. Overtime:

All work performed in excess of forty (40) hours per week shall be paid for at one and one-half (1½) times the employee's regular hourly rate. An employee who wishes to work overtime shall have the **PRIOR** approval of their immediate building supervisor. The superintendent, with the help of the Human Resources Specialist, will monitor at each pay period the excessive use of overtime or comp time and make adjustments accordingly. In most cases, comp time will be utilized rather than overtime pay when possible.

D. Extra Duty Pay

Classified staff members who want to receive their activity passes for themselves/spouse will be required to work two events per school year for athletic events, musical events, or dramatics and will be paid \$8.00 per hour. Employees are responsible for finding a suitable replacement if unable to work the scheduled event.

## **Section V: Holidays**

Full-time employees shall be entitled to paid holidays listed below: (non-full-time employees' holiday pay will be pro-rated to the contracted hours they work each day). No employee shall be entitled to be paid for any holiday that falls outside of his or her normal working period (e.g., employees who work only the nine months of the school year are not entitled to holiday pay for Memorial Day (if the calendar date is after the end of the school year) and Independence Day.

1. New Year's Day
2. President's Day
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving
7. Christmas

### **260 Day employees will include the following four paid holidays**

- 1. Friday after Thanksgiving**
- 2. Christmas Eve**
- 3. New Year's Eve**
- 4. Juneteenth**

## **Section VI: Vacations**

A. Full-time employees and all part-time, twelve-month employees who work the full year shall be entitled to two weeks (10 days) of vacation time with pay. Paid vacation days shall be equivalent to a proration of the employees' hours worked for the twelve-month period; i.e., an employee who works nine months or 195 four-hour days (half-time) and three months or 65 eight-hour days shall receive ten days of vacation pay based on an average of five hours/day. Vacation time, with pay, may be used during the "work year" (July 1 to June 30) at a time that is mutually agreed upon by the

superintendent and the employee. Starting with the 6<sup>th</sup> year, full-time employees and all part-time twelve-month employees will get an additional one day of vacation, up to 15 years, with the total being three weeks (15 days).

- B. Vacation time is non-cumulative.
- C. Employees must have worked for one full year before becoming eligible for paid vacation time.

## **Section VII: Insurance**

- A. Health and Major Medical Coverage/Eligibility
  1. Full-time employees will be eligible for paid health and major medical insurance at an amount equal to the second-level single plan. If the employee chooses an upgraded plan, the employee will pay the difference.
  2. Non-full-time employees who work over 30 hours per week will be eligible to participate in the district's health and major medical insurance at their own expense.
  3. Coverage for eligible employees will begin as of the first day of the calendar month following the date that the employee satisfies all of the eligibility requirements and shall continue to the last day of the month which employment is terminated.
  4. Any employee who works under 30 hours per week is excluded from these insurance provisions.
  5. A new employee who becomes newly eligible for insurance must request coverage within 30 days of employment or date of new eligibility for automatic coverage. Otherwise, satisfactory evidence of insurability will be required for coverage.
  6. The Board shall provide each eligible employee with a description of the insurance coverage provided within 10 days of beginning date of starting work, which shall include a description of conditions and limits of coverage.

*Those people who opt out of our insurance coverage will receive an opt-out monthly amount of \$120.*

### Eligibility for the \$120 stipend for supplemental insurance

1. *Employee must sign a waiver.*
2. *Employee must provide proof of medical insurance coverage under a group plan provided by their spouse/parent.*
3. *Employees of the Tripoli Community School District who wave off in order to apply the maximum single premium to their family coverage under the District's group insurance plan are not eligible.*
4. *The Board reserves the right to limit participation in the opt out. The Board will make determinations based on carrier's requirements and will limit participants based on seniority.*

### B. Life Insurance:

The district provides life insurance to all full-time (40 hours) classified employees. Employees less than full time can purchase an individual voluntary policy.

## Section VIII: Leaves

### A. Sick Leave:

1. Employees are granted leaves of absence with full pay for personal illness pro-rated to the number of hours worked in the following manner:
  - a. The first year of employment 10 days
  - b. The second year of employment 11 days
  - c. The third year of employment 12 days
  - d. The fourth year of employment 13 days
  - e. The fifth year of employment 14 days
  - f. The sixth year of employment 15 days
  - g. All consecutive days of employment until a maximum of 120 days is reached 15 days
2. The number of sick days granted shall apply only to consecutive years of employment in the Tripoli Community School District and unused portions will be accumulated to a maximum of 120 days. The maximum term of sick leave available to an employee shall be that leave that is available under FMLA law or the employee's accumulated sick leave, whichever is greater.
3. **When an employee misses 3 or more days of consecutive sick leave, employee will need a doctor's note (includes family sick leave) upon return, hand in note to HR Department.**
4. Any employee absent more than his/her sick leave credit will be on leave of absence without pay status for those days that exceed his/her sick leave credit.
5. Sick leave is defined as "absence for personal illness, a doctor's appointment, and/or injury
6. Employees may use a maximum of 5 days of their sick leave for family illness.
7. Sick leave days will be counted in  $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$  and full-time days. A day of sick leave is equivalent to the number of hours worked.
8. Classified staff will have the option to trade in 10 sick days for one personal day per year (cannot accumulate to more than five days).

### B. Immediate Family Leave:

1. Up to five (5) days of family leave will be granted when illness or injury to an immediate family member of the employee requires his/her attention. Immediate family includes children, spouse, siblings, in-laws, or parents. Leave may be available, subject to the Superintendent's approval, if there is a serious injury or sickness of a grandchild. Time will be counted in  $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$  or full-time days. Leave will be deducted from the employee's sick leave to the extent this leave is available; otherwise the leave is unpaid.

### C. Extended Leave of Absence - Family Illness:

1. A leave of absence without pay for up to one (1) year may be granted at the discretion of the Board for the purpose of caring for a member of the employee's immediate family who has a serious illness.
2. Serious illness and/or the need of constant care by the employee will be declared so by an M.D. or Osteopathic Physician and a written



report stating such will be given to the Board.

3. Immediate family includes mother, father, mother-in-law, father-in-law, brother, sister, wife, husband, son, or daughter.

D. Maternity Leave:

1. A classified employee desiring maternity sick leave shall notify the administration by the end of the fifth month of pregnancy, that such a request will be forth coming, in order that a suitable replacement may be found. The employee will be expected to continue to work as long as physically able. The decision as to when to begin maternity sick leave shall be based upon the written statement from the employee's physician that further working might place the employee's health in jeopardy. The Board, at their prerogative and expense, may request a second opinion from a mutually acceptable physician. FMLA rules apply.
2. The employee shall return to her position upon submission of a statement from her attending physician certifying that she is physically fit to resume her duties. This period of time shall not exceed six weeks, unless granted extended leave.
3. Upon written request from the employee, and at the sole discretion of the Board, extended leave without pay may be granted for up to the remainder of the school year if the pregnancy is terminated in cases of unusual and/or mitigating circumstances. Further, upon written request from the employee, and at the sole discretion of the Board, one additional year of extended leave without pay may be granted; however, extended leave will not be granted more than twice to any employee. The employee must notify the Board in writing by March 1 of her intention of returning to duty for the next school year. The employee will be returned to a position as nearly similar to the position formerly held as is available.
4. Sick leave may be used by an employee only in the amount of accumulated sick leave and not to extend beyond such time that the employee's physician deems the employee is physically and mentally fit to return to the assigned duties of employment.
5. All fringe benefits, including Health and Major Medical Insurance, shall be continued during the leave, up to the maximum of eight (8) weeks following termination of the pregnancy. The employee shall have the option of continuing insurance after the eight weeks for a period of the extended leave at the employee's expense.

E. Adoption:

1. In case of adoption of a child, up to six (6) weeks will be granted FMLA rules apply.

F. Bereavement Leave:

1. In case of death in an employee's immediate family (mother, father, mother-in-law, father-in-law, brother, or sister) each case will be reviewed with a maximum of five (5) days being granted with pay.
2. In case of a death of husband, wife, son, or daughter, a maximum of ten (10) days shall be granted with pay.
3. In case of death of brother-in-law, sister-in-law, grandparent,

grandparent-in-law, or grandchild, a maximum of three (3) days shall be granted with pay.

4. One day will be granted to attend the funeral of a great-grandparent, aunt, or uncle, with pay.
5. Up to three (3) days per school year will be granted to attend funerals of other relatives or friends without pay. It is conceivable that the death of some person, other than those listed above, may warrant the granting of leave.

G. Family Medical Leave Act:

The Tripoli Community School District will abide by the provisions of The Family Medical Leave Act. Questions concerning the Family Medical Leave Act and/or application for Family Medical Leave Act may be directed to the office of the superintendent.

H. Personal Leave:

1. Two (2) days of personal leave shall be granted each year. Days of personal leave may be accumulated to a total of five (5) days. Any employee not using a sick leave day during the course of a semester will receive one-half day of personal leave. Family leave will not be counted against the employee's ability to earn one-half of personal leave. Employees covered under this Agreement may choose to be reimbursed for unused personal days at the current substitute rate up to a maximum of two (2) days in one contract year.
2. Notice of request for personal leave must be given in writing one week before the date of absence, except in cases of emergency, to their immediate building supervisor. Bus drivers must ask the superintendent for personal leave. All other classified employees must ask their building principal.
3. Personal leave time will be counted in  $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$ , and full-time days.
4. Personal leave is not available the first five days or the last five days of the school year unless approved by the superintendent at his/her discretion.
5. Classified staff will have the option to trade in 10 sick days for one personal day per year (cannot total more than five days).

I. Unpaid Leave/Extended Vacation (Unpaid)

1. Any unpaid leave or time off must be approved by the superintendent one week prior to being absent.

J. Professional Leave:

1. Professional leave may be used only for attendance at meetings/conferences pertaining to the classified employees' job.
2. One professional leave day may be granted with the approval of the school administration. Any additional days must be mutually planned by the classified employee and the building principal and must have the approval of the superintendent.
3. A classified employee planning to use professional leave must notify his/her principal at least one (1) week in advance of his/her absence.
4. Professional days may be used for the purpose of:

- a. Visitation to view techniques or programs for the purpose of improving job skills.
  - b. Conferences, workshops, or seminars for the purpose of improving job skills.
  - c. Workshops or training required by the Tripoli Community School District.
5. If a classified employee uses their own car for professional leave, mileage will be paid on the basis of 39 cents per mile.
  6. When the District requests a classified employee to use a professional day, all expenses regarding meals, lodging, registration, and mileage will be paid by the district.
  7. Classified (associates) may get a \$.25 raise for attending certified Paraeducator I and II classes (must be preapproved by the superintendent).

K. Jury Duty – Leave to be excused for jury duty

L. Military Leave – Leave for military service, including the national guard

M. Political Leave – Leave to run for elective public office

### Section IX: Inclement Weather and Emergency Closings

A. In the event it becomes necessary to close the Tripoli Community Schools because of inclement weather, notification will be given to the following radio and television stations:

KOEL (FM) 98.5/(AM) 950 KCRG CHANNEL 9  
 KWAY 99.3 KGAN CHANNEL 2  
 KXEL (AM) KWWL CHANNEL 7  
 Cy-Hawk - The Bull – 95.1 FM  
 Iowa Alerts-Text Email (found on website)

B. When the Tripoli Community Schools have been closed because of inclement weather, all full-time employees are expected to report to their work shifts as soon as safety dictates.

### Section X: Evaluations

- A. Evaluation of classified employees on their skills, abilities, and competence is an ongoing process supervised by the superintendent and/or his/her designee. The goal of the formal evaluation of classified employees is to maintain classified employees who meet or exceed the Board's standards of performance, to clarify each classified 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 other employees.
- B. It is the responsibility of the superintendent to ensure classified employees are formally evaluated every third year; however, classified employees may be evaluated every year if there is a need. New and probationary classified employees may be evaluated twice a year.