



# **Employee Handbook**

## **2019/2020**

## **Welcome!**

Welcome to the Linn-Mar Community School District! As a Linn-Mar Lion, you are part of the team that makes this school District a best in class working community, a respected Iowa public school, and a leader in education. At Linn-Mar, every position is important. Our collective mission is to Inspire Learning, Unlock Potential, and Empower Achievement! Your commitment to these values is critical for our mutual success in educational quality, student success, innovation, and community connections.

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## **Introduction**

To ensure the District's success in accomplishing its mission, this handbook has been prepared to provide you with a basic understanding of the District's mission, vision, policies, and your responsibilities as an employee. It was prepared to make you aware of what you can expect from the Linn-Mar Community School District – and what the District will expect from you.

This handbook should not be construed as an employment contract or an agreement for employment for any specified period of time. The information included in this handbook is necessarily brief and may be subject to change; however, all laws, rules, and Board of Educations' policies from which this handbook is derived can be found at [www.linnmar.k12.ia.us](http://www.linnmar.k12.ia.us) and in the Human Resources office. If any information contained in this handbook conflicts with any of the above, those laws, rules and policies take precedence over the information provided in this handbook.

## **Letter from Superintendent**

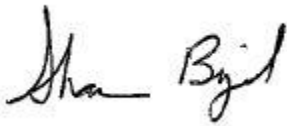
Welcome to the Linn-Mar Community School District! I am honored to have you on our team. At Linn-Mar, we are dedicated to providing all students with a world class education and equipping them with the knowledge and skills that they need to become successful members of society.

At Linn-Mar, every position on the team is important and I hope you will immediately connect with our mission – Inspire Learning. Unlock Potential. Empower Achievement. We believe in the power of people and provide a great working environment and challenging work experience. I personally encourage you to come to work inspired to reach your fullest potential each and every day and think you will find that your decision to join Linn-Mar will be one of the best you've made.

I am pleased to provide you with this Employee Handbook, which outlines board policies and procedures for the District. It is intended to cover the policies, procedures and work rules that apply to Linn-Mar's day to day activities. As you familiarize yourself with this handbook, I hope it will answer most of your questions. However, if you have additional questions, please talk with your supervisor, administrator, or Human Resources.

On behalf of everyone at Linn-Mar, I wish you an enjoyable, successful, and fulfilling career as a Linn-Mar Lion!

Sincerely,

A handwritten signature in black ink, appearing to read "Shannon Bisgard". The signature is fluid and cursive, with the first name "Shannon" written in a larger, more prominent script than the last name "Bisgard".

Shannon Bisgard  
Linn-Mar Community School District Superintendent

## **Board of Directors**



**Sondra Nelson, President**  
[snelson@Linmar.k12.ia.us](mailto:snelson@Linmar.k12.ia.us) (Term expires Nov 2019)



**George AbouAssaly, Vice President**  
[gabouassaly@Linmar.k12.ia.us](mailto:gabouassaly@Linmar.k12.ia.us) (Term expires Nov 2019)



**Tim Isenberg**  
[tisenberg@Linmar.k12.ia.us](mailto:tisenberg@Linmar.k12.ia.us) (Term expires Nov 2019)



**Cara Lausen**  
[cara.Lausen@Linmar.k12.ia.us](mailto:cara.Lausen@Linmar.k12.ia.us) (Term expires Nov 2021)



**Sofia Mehaffey**  
[sofia.mehaffey@Linmar.k12.ia.us](mailto:sofia.mehaffey@Linmar.k12.ia.us) (Term expires Nov 2019)



**Rachel Wall**  
[rachel.wall@Linmar.k12.ia.us](mailto:rachel.wall@Linmar.k12.ia.us) (Term expires Nov 2021)



**Clark Weaver**  
[cweaver@Linmar.k12.ia.us](mailto:cweaver@Linmar.k12.ia.us) (Term expires Nov 2019)



**JT Anderson, Board Treasurer/Secretary**  
[jtanderson@Linmar.k12.ia.us](mailto:jtanderson@Linmar.k12.ia.us)

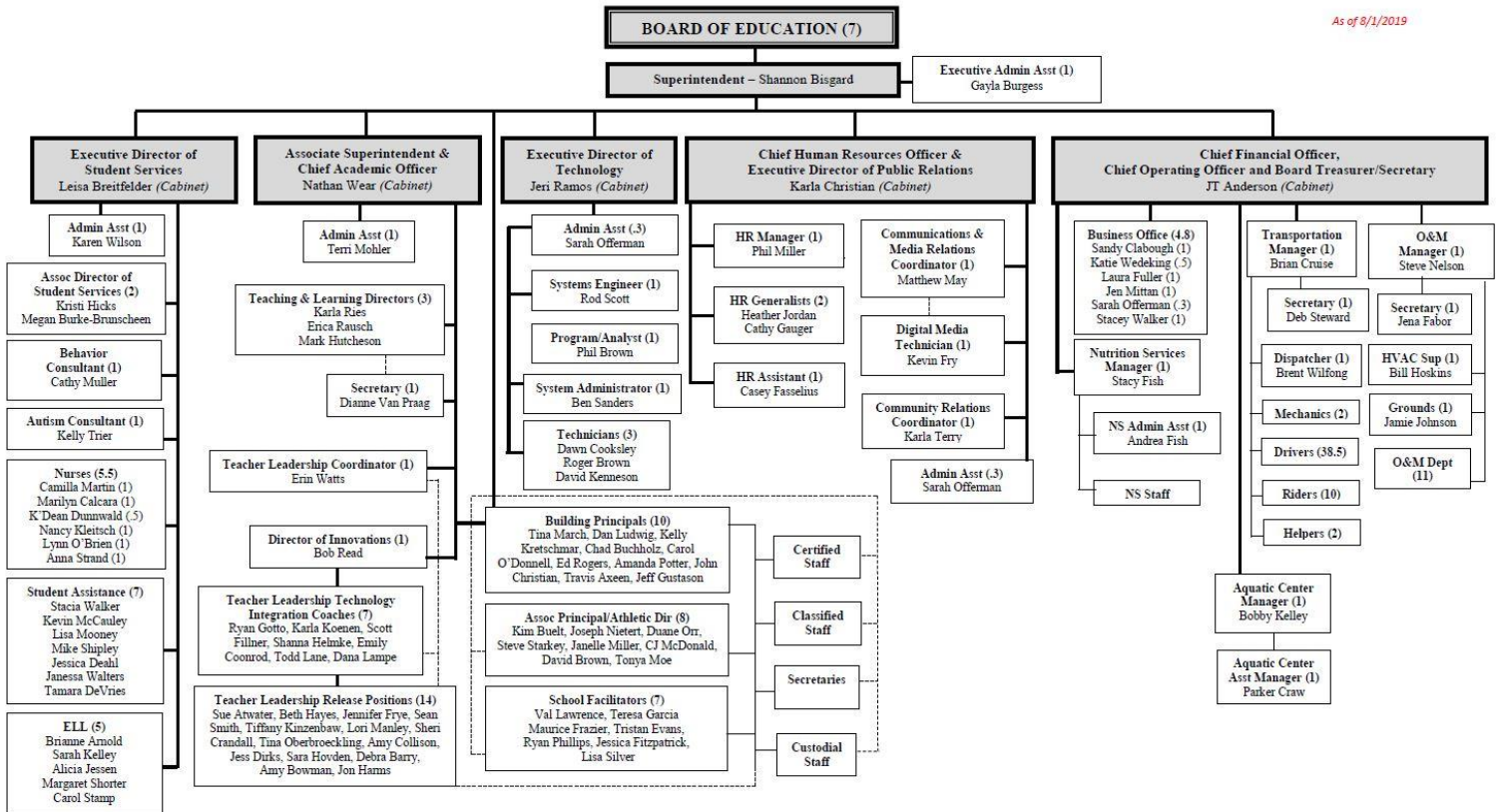


**Shannon Bisgard, Superintendent**  
[sbisgard@Linmar.k12.ia.us](mailto:sbisgard@Linmar.k12.ia.us)

# Getting Acquainted / District Organizational Chart

## 2019-20 ORGANIZATIONAL CHART

As of 8/1/2019







## **Equal Employment Opportunity Board Policy 400.2**

The Linn-Mar 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. It is a goal of the District to have a diverse workforce. Employees will support and comply with the District's established equal employment opportunity and diversity hiring practices. Employees will be given notice of this policy annually.

Individuals who file an application with the school District will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals the Linn-Mar Community School District will provide equal opportunity to employees and applicants for employment without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, sexual orientation, gender identity, genetic information, as a covered veteran, or any other classification that is protected in accordance with applicable equal employment opportunity and affirmative action laws, directives, and regulations of federal, state, and local governing bodies.

Advertisements and notices for vacancies within the District will contain the following statement: *The Linn-Mar Community School District is an EEO employer dedicated to employing a diverse workforce of highly qualified employees.* This statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and polices including but not limited to complaints of discrimination will be directed to Linn-Mar Equity Coordinators who have been designated by the school District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, §504, and Iowa Code §280.3 (2007).

### **Linn-Mar Community School District Equity Coordinators:**

Mr. Nathan Wear, Associate Superintendent  
Phone: 319-447-3028 / nathan.wear@linnmar.k12.ia.us

Mrs. Karla Christian, Chief Officer of Human Resources  
Phone: 319-447-3036 / kchristian@linnmar.k12.ia.us

Address: 2999 N 10<sup>th</sup> Street, Marion, IA 52302  
Fax: 319-377-9252  
Office Hours: 7:30 AM to 4:00 PM

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and federal employment laws and policies including but not limited to complaints of discrimination may also be directed in writing to the Iowa Civil Rights Commission (400 E. 14<sup>th</sup> Street, Des Moines, IA, 50319, (800) 457-4416), the Director of the Region VII Office of the United States Equal Employment Opportunity Commission (601 East 12<sup>th</sup> Street – Room 353, Kansas City, MO, 64106 (800) 368-1019), or the U.S. Department of Education, Office for Civil Rights (Lyndon Baines Johnson Department of Education Bldg., 400 Maryland Avenue, SW, Washington, DC, 20202-1100, (800) 421-3481). This inquiry or complaint to the federal office may be done instead of or in addition to an inquiry or complaint at the local level. Further information and copies of the procedures for filing a complaint are available in the school District's central administrative office and the administrative office in each attendance center.

## **Employee Groups and Associations**

*Linn-Mar has several recognized employee classifications:*

**Certified** – This group includes employees whose positions require certification including but not limited to teachers, teacher librarians and counselors.

**Classified** – This group includes educational support employees whose job responsibilities are neither instructional nor administrative. Included in this group are para educators, associates, secretaries and service staff.

**Administrative** – This group includes employees who perform management functions directly to our schools. Responsibilities are typically District-wide or building-wide. Included in this group are the superintendent, associate superintendent, executive directors, directors, principals, assistant principals and others who perform management tasks.

**Exempt / Non-Exempt** – This group includes employees who perform management and other functions District-wide. Included in this group are managers, coordinators, facilitators, student deans, prevention specialists, confidential secretaries, administrative assistants, business office and human resources employees.

### **Collective Bargaining:**

In accordance with Chapter 20 of the Code of Iowa, instructional staff and classified staff are currently represented by labor unions and associations:

The Linn-Mar Education Association (LMEA) is the bargaining unit that represents instructional employees. Please dial extension 3130 and ask for Brian McAndrew or e-mail at [bmccandrew@linnmar.k12.ia.us](mailto:bmccandrew@linnmar.k12.ia.us) for more information.

The Linn-Mar Secretarial and Educational Assistant Association (LMSEAA) represents associates and secretaries. Please dial extension 3130 and ask for Lisa Reardanz or e-mail at [lreardanz@linnmar.k12.ia.us](mailto:lreardanz@linnmar.k12.ia.us) for more information.

The Service Employees International Union (SEIU) represents custodial, maintenance and full time nutrition services employees. Please dial extension 3410 and ask for Kim Zach for more information.

The Part Time Nutrition Services Association (PTNS) represents part time nutrition services employees. Please contact Cheryl Cope at [ccope@linnmar.k12.ia.us](mailto:ccope@linnmar.k12.ia.us) or dial extension 3499 (High School Kitchen) for more information.

# District calendar \*



## 2019-2020 School Calendar

**Start-Finish**  
August 23<sup>rd</sup> – June 3<sup>rd</sup>

**Summary of Calendar**  
Days in classroom: 178  
Hours: 1130

Q1 = 44	Oct 25
Q2 = 42	Jan 10
Q3 = 47	Mar 27
Q4 = 45	June 3

### Calendar Legend

	Start/End
	Quarter
	Holiday/Break & Comp Days
	PreK-12 Teacher Workday
	New Teacher Orientation
	PreK-12 Professional Learning
	Preschool Prof Learning
	Parent-Teacher Conferences
	2-Hour Early Dismissal
	High School Conferences
	PreK-12 No School

### Linn-Mar Days

178	School Days
5	Teacher Work Days
6	Professional Learning Days
2	Comp Days (Nov 27 & Feb 17)
<b>191</b>	<b>Total</b>

### Make Up Days for Cancellations

First	June 4
Second	June 5
Subsequent	June 8+

M	T	W	Th	F	Student Days	Teacher Days
<b>August 2019</b>						
			1	2		
5	6	7	8	9		
12	13	14	15	16		
19	20	21	22	23	1	4
26	27	28	29	30	6	9
<b>September</b>						
	3	4	5	6	10	13
9	10	11	12	13	15	18
16	17	18	19	20	20	23
23	24	25	26	27	25	28
30					26	29
<b>October</b>						
	1	2	3	4	30	33
	8	9	10	11	34	38
14	15	16	17	18	39	43
21	22	23	24	Q	44	48
	29	30	31		47	52
<b>November</b>						
				1	48	53
	5	6	7	8	52	58
11	12	13	14	15	57	63
18	19	20	21	22	62	68
25	26				64	71
<b>December</b>						
2	3	4	5	6	69	76
9	10	11	12	13	74	81
16	17	18	19	20	79	86
<b>January 2020</b>						
			2	3	81	88
6	7	8	9	Q	86	93
	14	15	16	17	90	98
	21	22	23	24	94	103
27	28	29	30	31	99	108
<b>February</b>						
3	4	5	6	7	104	113
10	11	12	13	14	109	118
	18	19	20	21	113	123
24	25	26	27	28	118	128
<b>March</b>						
2	3	4	5	6	123	133
9	10	11	12	13	128	138
23	24	25	26	Q	133	143
	31				134	145
<b>April</b>						
		1	2	3	137	148
6	7	8	9	10	142	153
13	14	15	16	17	147	158
20	21	22	23	24	152	163
27	28	29	30		156	167
<b>May</b>						
				1	157	168
	5	6	7	8	161	173
11	12	13	14	15	166	178
18	19	20	21	22	171	183
	26	27	28	29	175	187
<b>June</b>						
1	2	Q		5	178	191
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26		

Approved by the School Board 12/10/18

### August 2019

18, 19	New Teacher Orientation
20	First Day for PreK-12 Teachers (Staff Kickoff & Professional Learning)
21-22	PreK-12 Teacher Workdays
23	First Day of School K-9
26	First Day of School 10-12

### September

2	No School PreK-12 (Labor Day)
4	No Preschool (Preschool Prof Learning)
26	High School Conferences (4:00-7:30PM)

### October

2	No Preschool (Preschool Prof Learning)
7	No School PreK-12 (Professional Learning)
25	End of 1 <sup>st</sup> Quarter
28	No School PreK-12 (Teacher Workday)

### November

4	No School PreK-12 (Professional Learning)
6	No Preschool (Preschool Prof Learning)
7	MS Parent-Teacher Conferences (2:30-7:00 PM) & 2-Hr Early Dismissal
14	MS & Elem Parent-Teacher Conferences (2:30-7:00 PM) & 2-Hr Early Dismissal
21	Elem & HS Parent-Teacher Conferences (2:30-7:00 PM) & 2-Hr Early Dismissal
27-29	No School PreK-12 (Teacher Comp Day) (Thanksgiving Break)

### December

4	No Preschool (Preschool Prof Learning)
23-31	No School PreK-12 (Winter Break)

### January 2020

1	No School PreK-12 (Winter Break)
8	No Preschool (Preschool Prof Learning)
10	End of 2 <sup>nd</sup> Quarter and 1 <sup>st</sup> Semester
13	No School PreK-12 (Teacher Workday)
20	No School PreK-12 (Professional Learning)

### February

5	No Preschool (Preschool Prof Learning)
17	No School PreK-12 (Teacher Comp Day)
27	MS & HS Parent-Teacher Conferences (2:30-7:00 PM) & 2-Hr Early Dismissal

### March

4	No Preschool (Preschool Prof Learning)
5	Elem & MS Parent-Teacher Conferences (2:30-7:00 PM) & 2-Hr Early Dismissal
12	Elem Parent-Teacher Conferences (2:30-7:00 PM) & 2-Hr Early Dismissal
16-20	No School PreK-12 (Spring Break)
27	End of 3 <sup>rd</sup> Quarter
30	No School PreK-12 (Professional Learning)

### April

1	No Preschool (Preschool Prof Learning)
23	High School Conferences (4:00-7:30 PM)

### May

4	No School PreK-12 (Professional Learning)
6	No Preschool (Preschool Prof Learning)
24	High School Graduation
25	No School PreK-12 (Memorial Day)

### June

3	Last Day of School & Quarter (2-Hour Early Dismissal)
4	No School (PreK-12 Teacher Workday)

\*Holidays, non-paid days and scheduled work days are outlined in the employee group addendums.

## **When do I get paid?**

Generally, certified and exempt/salaried staff are paid on the 20<sup>th</sup> of each month. Classified and non-exempt staff are paid on the 5<sup>th</sup> and 20<sup>th</sup> of each month. The payroll schedule is located in each negotiated agreement. If you have questions about your paycheck, please contact our Payroll Lead, Stacey Walker at x3673.

All employees are required to sign up for direct deposit and pay stubs can be accessed on our employee portal (iVisions) or by contacting payroll at x3673 (Stacey Walker) or x3146 (Jenn Mittan).

## **Overtime (Classified and Non-Exempt Staff)**

Any employee subject to the overtime provisions of the Fair Labor Standards Act of 1938, as amended, and who is required to work in excess of 40 hours in any established work week, shall be compensated for the hours in excess of 40 at the rate of one and one-half (1 1/2) times the regular rate of pay for the service performed.

## **What should I wear?**

We should all dress for success every day of the week - meaning dressing in a professional manner appropriate to the work/educational environment in attire appropriate for your position. For example, a Health/PE Teacher will dress differently than a High School Literature Teacher which is appropriate to their positions. There are many days throughout the school year that we are encouraged to dress casually if there is a pep rally or scheduled event during the school day but this in no way should distract from or disrupt the classroom or have a detrimental effect on the educational process. If you are unsure of what you are wearing before you walk out the door, a safe bet is that it is probably not appropriate.

## **Professional work environment / Employee relations**

Each and every employee is a role model for the students who come in contact with them before, during, and after school hours. Each employee at Linn-Mar is valuable—administrators, teachers, associates, assistants, secretaries, custodians, nutrition staff and maintenance staff. We all need to collaborate and work with each other to ensure that we can provide a safe, healthy and world class learning environment for our students. Our goal is to make Linn-Mar the employer of choice. Therefore, it is the District's expectation that employees maintain a professional working environment that encourages mutual respect and promotes civil and congenial professional relationships among all staff, students, volunteers and the public. Please see **Board Policy 403.21** for more information.

## **Collaboration / Group Contributions (Solving problems together)**

*"We could learn a lot from crayons: some are sharp, some are pretty, some are dull, while others are bright, some have weird names, but we have to learn to live in the same box." - Anonymous*

We realize you might not choose all of your team mates if you were to have put together the team you work on yourself. However, we all have to work together and in the end we are all here for the same reason – student achievement.

Linn-Mar is a diverse workplace (diverse thoughts, opinions, education, backgrounds, ethnicity, etc.) and the whole is greater than the sum of its parts. Each individual in a collaboration brings with himself or herself unique characteristics, but when everyone is grouped together, all of those characteristics add up together and become something greater. If you look at the collaborative team as a whole, rather than a conglomerate of individuals, the collaboration will run more smoothly.

While collaborating, communication is key – be sure to share ideas with your coworkers, principals, managers, and anyone who will listen. When you challenge yourself to communicate an idea, even in the beginning stages, it forces you to clarify your thinking so another person will understand. Just the act of communicating may develop your idea. Plus, by opening up your idea for feedback, you will get more ideas from the person with whom you shared the idea. Also, be sure to acknowledge your team members ideas. When building collaborative relationships, it is important to give credit when a team mate has contributed a good idea, hard work, or even good constructive feedback. Collaborative relationships work best when team members feel appreciated and valued. Additionally, it is important to remember that each team member is a part of the team for a reason - they are competent in their area of expertise. Each person has their own way of finishing a task, which may not be the same as how you would complete the task. Remember, there is more than one way to get from point a to point b. Build trust with your teammates by allowing them to complete tasks their way and be sure to provide feedback and support.

The heart of the word “collaboration” is “co” and “labor” – we must always keep this in mind when working with others!

## **So, how am I doing? Evaluations**

Formal evaluations of employee work performance help Linn-Mar and employees build on their strengths and identify those areas that may need improvement to be more effective and efficient in their job.

Because of the active involvement of both the supervisor and the employee in performance evaluations, an important channel of two-way communication is opened. This communication can result in increased cooperation and understanding between supervisors and employees, which in turn can enhance work performance and work environment thus providing success in achieving our goal of a world class education and learning environment for all students.

Certified staff will use the Professional Growth System as a guide for their evaluations. All other staff will utilize position specific evaluations that will be reviewed with them by their supervisor.

## **Employee Complaints / Concerns**

Situations may occur when an employee believes that the fair and consistent application of a District procedure or Board policy affecting him or her has not been followed. In most cases, we expect that the employee will be able to professionally and satisfactorily address such concerns at the lowest level possible - individually, within his or her department or with his or her team. However, when a recent or continuing problem has not been resolved, the District provides a procedure for a fair, rational and efficient resolution of complaints/concerns.

### **Procedure:**

The District's complaint procedure consists of four steps: (1) Step I—Informal Supervisor Resolution, (2) Step II—Formal Supervisor Resolution, (3) Step III—Review by Human Resources, (4) Step IV—Superintendent Review. Each step has its own procedures, as set forth below.

### **Process:**

#### **Step I - Informal Supervisor Resolution**

Employees are encouraged to bring any work-related problems to the attention of their supervisor as soon as possible and professionally discuss the concern. Supervisors should meet with the employee in a timely fashion in order to resolve the issue. If an employee is not satisfied with this process, he/she may access the formal complaint/concern procedure.

#### **Step II – Formal Resolution**

If informal attempts fail, an employee may file a formal complaint/concern. The complaint/concern must be in writing, signed by the employee, and submitted to the employee's supervisor within 10 working days of the incident causing the complaint/concern, or within 10 working days from the date the employee had reason to know of the incident. The complaint/concern must identify the procedure and/or policy that is alleged to have been violated, provide details of the facts and outline the remedy sought. Complaints/concerns that do not include these criteria will be rejected.

Within 10 working days from receipt of the written complaint/concern, the supervisor will provide the employee with a written response and forward a copy to Human Resources. A meeting may be scheduled with the employee if deemed appropriate.

### **Step III - Review by Human Resources**

If the complaint/concern is not resolved at Step I or II, the employee may submit a written appeal to HR within 5 working days from receipt of the Step I or II response. The Chief Human Resources Officer or designee will schedule a meeting(s) with the parties involved to be held within 15 working days of the receipt of the written appeal. Human Resources will review the concern/complaint, responses and if necessary investigate further and provide a written decision to the employee within 10 working days from the close of the review and/or meeting. This answer shall be final.

### **Step IV – Superintendent Review**

If an employee's complaint arises from a suspension without pay or discharge and he/she is not satisfied with the Step III result, he/she may appeal in writing to the Superintendent for special review within 5 working days from receipt of the Step III decision.

The Superintendent will review the case and the previous decisions. The Superintendent may schedule a meeting on the complaint/concern at this step if deemed appropriate. The Superintendent will issue a written decision within 10 working days from receipt of the request for special review or the conclusion of the meeting on the complaint/concern, if conducted, whichever is later. The decision is final and binding.

### **Time Limits**

If an employee waits an unreasonable length of time before submitting his or her complaint/concern or proceeding to the next step, the fact-finding process could be difficult. As such, employees will follow the time limits set forth within the complaint/concern procedure. The failure of an employee to act on any complaint/concern within the prescribed time limits will deem the complaint/concern waived and no further appeal will be allowed.

### **Employee Relations Assistance**

Human Resources is available during the informal resolution process. Human Resources can help if the employee is not comfortable approaching his or her supervisor. Human Resources will meet with the employee, the supervisor, or both if appropriate, to help resolve the issue. Human Resources can also help with procedure / policy interpretation, employee and supervisor rights, and the formal complaint/concern procedure.

## **Representation**

An employee can act as his or her own representative in any step of this procedure. If representation is requested, the employee can choose an employee representative who does not have a vested interest in the outcome.

## **Retaliation Protection**

Employees cannot be discriminated against for using this process. If an employee alleges he or she has been retaliated against for exercising rights under this policy, Human Resources will investigate the situation. Linn-Mar does not condone acts of retaliation by a co-worker and/or supervisor against any employee as a result of his or her involvement in this process. Retaliation is unacceptable conduct and a violation of Linn-Mar Board Policy.

***This complaint/concern process does NOT apply for complaints of discrimination, equal employment opportunity, bullying/harassment, and sexual harassment. Please follow the reporting procedures that are found in in Board Policies 400.2, 403.13, 403.14.***

## **Discipline / Performance Improvement**

Everyone makes mistakes from time to time. It is Linn-Mar's philosophy that learning from mistakes is a valuable experience. However, there may be times that a mistake violates Board policy, state/federal law or work rules and procedures. In these cases, to ensure that all offenses are thoroughly investigated and dealt with, if founded, employees will be counseled and subject to progressive discipline. As we want to give our employees a chance to correct their mistake/behavior when possible and assist them in the process, some cases will require a performance improvement plan (Certified staff will use the Professional Growth System for job performance issues). The success of our employees is what makes Linn-Mar a great place to work and learn and we will do our best to ensure your success!



## **What if I need to resign?**

The Linn-Mar Community School District will ensure that employee terminations are handled in a professional manner with minimal disruption to ongoing work function. There are three types of terminations: voluntary, involuntary, and death.

### **Voluntary Termination**

Voluntary termination of employment occurs when an employee informs their supervisor of their resignation or termination is deemed to have occurred when an employee is absent from work for two consecutive workdays and fails to contact their immediate supervisor (job abandonment).

Classified/Exempt/Non-Exempt employees are expected to provide a minimum of two weeks' notice of their intention to separate from the District in order to allow a reasonable amount of time to transfer on-going workloads. It is expected that written notification will be provided to the employee's immediate supervisor.

Certified staff must receive approval from the Board of Education to be released from their 279 contract.

Human Resources, in conjunction with the immediate supervisor, will coordinate the employee's out-processing. This process includes:

- Returning all company property (keys, ID cards, parking passes, equipment, etc)
- Review of benefits status
- Completion of an exit interview questionnaire

Licensed employees are required to follow *Board Policy 401.7 Licensed Personnel Resignation*. / Classified employees are required to follow *Board Policy 402.4 Classified Personnel Employment/Resignation*

### **Involuntary Termination**

An involuntary termination of employment, to include reductions in force, is a District-initiated dismissal.

Discharge of at-will employees may be for any reason or no reason at all, and discharge of other employees may occur as provided by law. In some cases progressive discipline may be used prior to termination to correct a performance problem. However, certain types of employee misconduct are so severe that one incident of misconduct will result in immediate dismissal without prior use of progressive discipline.

### **Final Pay**

An employee who resigns or is discharged will be paid through the last day of work plus any unused/accrued vacation leave, if applicable, and applicable unused paid personal days, minus advances or other agreements the employee may have with the District. Final pay due upon the death of an employee will be paid to the deceased employee's estate.

Employees are not paid for unused sick leave days upon termination of employment.

## **Building Safety and Security / Visitors/Guests**

During the course of work, when District employees visit buildings/schools other than their own they are required to sign in at the office/reception area as a visitor and must either wear their Linn-Mar photo ID badge or a visitor badge. When leaving the building, employees must then sign out and return any visitor badge that was received.

## **Employee Safety**

The Linn-Mar Safety Program focuses on District-wide initiatives and policies to ensure that our employees are provided with the proper tools to have a safe and healthy work environment. This includes appropriate training and equipment as well as learning and consistently modeling safe behaviors. Our employees can be found showing their skills to “walk like a penguin” in the slippery winter months and will never be found standing on a chair or desk to reach high places (Robin Williams from Dead Poets Society need not apply for our teaching positions!). The Safety Program strives to make sure that all employees feel comfortable in the safety of their workspace and feel there is nothing to threaten their quality of life. We want you to leave the workplace in the same shape as when you arrived (sorry, we haven’t figured out how to make that shape better than when you get here – but our wellness team will work on that).

Since we are all responsible for safety, please see below Linn-Mar’s Safety Accountabilities and Responsibilities Board Policy:

### **403.36 - Safety Accountabilities and Responsibilities**

#### **Purpose**

To meet the District’s fundamental mission of educating children who live within the corporate boundaries of Linn-Mar Community School District, it is critical that the District promote and provide for the safety and health of all employees. To that purpose, the following defines the safety and health responsibilities for all levels of employees within the District and provides a framework for measuring the risk management performance of all individuals within the District.

#### **Responsibilities**

- **Administration**: District administration is responsible for providing a safe and healthful workplace for employees. Administrators, managers, and supervisors will be responsible for administering the Safety Management Program policies and procedures that include the safety and claims management processes to control and minimize costs. Administration, managers, and supervisors will also provide performance evaluation guidelines and establish training materials, as needed, and will monitor to ensure that the guidelines are met.
- **Employees**: Responsibilities include but are not limited to adherence to District safety rules, safe work procedures, bringing unsafe acts and conditions to the attention of administration, and to cooperate with the claims management process.

## Superintendent

- Responsibilities:
  - Provide leadership and visible support for the Safety Management Program throughout the District.
  - Commit the necessary resources to maintain and improve the Safety Management Program.
  - Establish controls and accountability systems necessary to assure effective administration of the Safety Management Program.
- Duties:
  - Review annual safety and claims cost performance.
  - Evaluate the effectiveness of the Safety Management Program.
  - Maintain effective and prompt safety and claims management communication through line organization to administration.
  - Assure safety and claims management performance is discussed at regularly scheduled meetings.
- Accountabilities:
  - Annual claims cost meet District goals.
  - Ensure communication of safety topics at professional development and/or staff meetings.

## Chief Operating Officer

- Responsibilities:
  - Provide leadership and visible support for the Safety Management Program.
  - Resource for District in implementing and managing the Safety Management Program.
  - Resource for regulatory issues that may affect the District's operation and Safety Management Program.
  - Demonstrate leadership and communication responsibility for all Federal, State, and District policies and regulations on safety procedures and practices.
  - Monitor compliance of Federal, State, and board policies and regulations and administer appropriate notice and discipline.
- Duties:
  - Collaborate with Human Resources to develop annual safety and claims management objectives.
  - Ensure established safety rules and regulations are followed.
  - Enforce alternative safety and claims management procedures or actions to meet risk management goals.
  - Establish acceptable housekeeping standards, defining areas of responsibility for maintenance and inspection.
  - Keep the Superintendent informed on regulatory agency regulations (new or revised) that may affect the District's operation.
  - Resource for the organization during regulatory agency visits and/or corresponding with the agency.
  - Member of District Safety Committee.
- Accountabilities:
  - Provide timely advice and/or resources and reports to Superintendent to meet the safety management goals.

## Human Resources

- Responsibilities:
  - Implement the District Safety Improvement Plan to develop a strong safety attitude and clear understanding of duties and responsibilities for each employee.
  - Maintain adequate controls to assure that the Safety Improvement Plan requirements are met.
  - Support the claims management procedures to meet the District's goals.
- Duties:
  - Set annual safety improvement goals in collaboration with the chief operating officer.
  - Review safety claims management performance for the District and communicate the results to the Superintendent.
  - Investigate (or assists in the investigation of) all accidents within the District.
  - Participate in regularly scheduled safety meetings.
  - Communicate safety and health issues to all principals and employees.
  - Analyze problem areas and take corrective actions as needed.
  - Make periodic observation of principals' safety activities and report to the Superintendent.
  - Provide alternative duty jobs for persons injured on the job.
  - Direct insurance carrier/consultants loss control and claims services to meet the District's risk management goals.
- Accountabilities:
  - Complete necessary safety and health projects.
  - Safety inspection recommendation compliance.
  - OSHA recordable injury and illness rates compared to District goals.
  - Safety contacts with employees to monitor the effectiveness of the program.
  - Ensure safety inspections are completed monthly.
  - Accident investigations are performed completely and in a timely manner.
  - Assist in training employees on safe work procedures and proper protective equipment usage.
  - Cooperate with the claims management process.

## Principals/Assistant Principals/School Facilitators

- Responsibilities:
  1. Train assigned employees on safe work procedures and proper protective equipment usage.
  2. Ensure that safe work procedures are followed and proper protective equipment is being used.
  3. Ensure safe conditions of the work environment, including good housekeeping, is maintained.
  4. Maintain equipment in safe working order and notify appropriate personnel if and when repairs are necessary.
- Duties:
  1. Make daily inspections of facility work area and take immediate steps to correct unsafe conditions and work practices.
  2. Ensure that employees follow safe job procedures.
  3. Report on safety activities (including deficiencies) to the next level of administration.
  4. Require each employee to maintain good housekeeping.
  5. Require employees to use proper lifting techniques and material handling procedures.

6. Take necessary action to ensure monthly safety inspections are completed by appropriate staff.
  7. Ensure that proper personal protective equipment is worn and maintained.
  8. Collaborate with Human Resources to conduct safety meetings with employees on a regular basis.
  9. Conduct accident investigations, determine corrective action, and follow up to see that those selected are implemented effectively.
- Accountabilities:
    1. Safety meetings are conducted at times determined by the District.
    2. Safety inspections are completed at times determined by the District.
    3. Investigate all accidents within the department and submit a report in accordance with District procedures.
    4. Follow and enforce safety rules and regulations.

## **Employees**

- Responsibilities:
    - Follow safe work procedures and take an active part in protecting themselves, their fellow employees, and students.
    - Understand the hazards and safety precautions to reduce or eliminate those hazards before undertaking any assignment.
    - Report all unsafe conditions, practices, and behavior to administrator and make suggestions for correction.
    - Report all injuries to their immediate supervisor and obtain first aid or medical help in accordance with District procedures.
    - Participate in the continuous improvement of the District's safety management guidelines.
    - Fully cooperate with the claims management process.
  - Duties:
    - Comply with written safety and health rules.
    - Follow approved methods of performing their jobs.
    - Wear and maintain proper personal protective equipment as required.
    - Come to work each day mentally and physically capable to safely perform duties.
    - Report safety hazards, unsafe behaviors by others, and any other safety related questions or concerns to immediate supervisor.
    - Assist in problem solving and safety management guidelines improvement.
    - Maintain good housekeeping throughout their area of influence.
    - Cooperate with the claims management process.
-

## **ALICE training (Intruder alert)**

The safety of our Linn-Mar students, staff and visitors is our top priority and we take this responsibility very seriously. Our school safety addresses prevention, intervention, preparedness, building security and emergency response. Beginning in 2018, the State of Iowa has mandated schools to add lockdown drills to their list of emergency response drills. Linn-Mar has chosen ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) as their intruder response protocol.

ALICE Training is the #1 active shooter civilian response training for any organization. Linn-Mar Community School District uses ALICE training with students and staff. Linn-Mar has partnered with Marion Police Department to prepare our staff and students. Our District has four staff members certified as ALICE trainers. As with other safety drills (fire and tornado), intruder drills are practiced in our school two times per year.

In order to train our students, our staff need to be prepared as well. With the assistance of Marion PD, Linn County Sherriff, and Marion FD, we provide one active training per year with our staff. This training is to prepare staff as closely as we can to an actual intruder event. Even though we cannot ever practice every situation that might occur, what we are able to provide is a setting for teachers to use ALICE to plan their next steps. Our staff must be prepared to keep our students safe.

## **Communicable Diseases Board Policy 403.12**

District personnel with a communicable disease that is reportable will be allowed to perform their customary employment duties as long as they are able to perform the tasks assigned to them, and as long as their presence does not create a substantial risk of illness transmission to the students or other personnel. The term *reportable disease* shall mean an infectious or contagious disease spread from person-to-person or animal-to-person, or as defined by the State Department of Health.

The health risk to immuno-depressed, District personnel shall be determined by their personal physician. The health risk to others in the school environment from the presence of employees with a reportable disease shall be determined on a case-by-case basis by public health officials.

Since there may be greater risk of transmission of a reportable disease for some people with certain conditions than for other people infected with the same disease the effect upon the education program, the effect upon the person, and other factors deemed relevant by public health officials or the Superintendent shall be considered in assessing an employee's continued presence and performance of their customary employment duties. The Superintendent, or designee, may require medical evidence that District personnel with reportable diseases are able to perform their assigned duties. District personnel shall notify the Superintendent, designee, or school nurse when they learn they have a reportable disease. It shall be the responsibility of the Superintendent, or designee, when they have knowledge that a reportable disease is present to notify the State Department of Health. Rumor and hearsay shall be insufficient evidence for the Superintendent to act.

Health data of an employee is confidential and it shall not be disseminated. Employee medical records are kept in a file separate from their personnel file.

It shall be the responsibility of the Superintendent, or designee, in conjunction with the school nurse to develop administrative regulations stating the procedures for dealing with District personnel with reportable diseases.

### **Bloodborne Pathogens Board Policy 504.2**

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The term “communicable disease” shall mean an infectious or contagious disease spread from person-to-person, animal-to-person, or as defined by law.

Prevention and control of communicable diseases shall be included in the District’s Bloodborne Pathogens Exposure Control Plan. The procedures shall include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees, and recordkeeping. This plan shall be reviewed annually by the school nurse(s) and Superintendent or designee.

The health risk to immunosuppressed students shall be determined by their personal physician. The health risk to others in the school District environment from the presence of a student with a communicable disease shall be determined on a case-by-case basis by the student’s personal physician, a physician chosen by the school District, or public health officials.

The parent/legal guardian shall notify the Superintendent, designee, or school nurse when the student learns they have a communicable disease. It shall be the responsibility of the Superintendent, or designee, when upon investigation the Superintendent, designee, or school nurse has knowledge that a reportable, communicable disease is present, to notify the Iowa Department of Public Health via the Linn County Health Department. Health data of a student is confidential and it shall not be disclosed to third parties.

It shall be the responsibility of the Superintendent, or designee, in conjunction with the school nurse to develop administrative regulations stating the procedures for dealing with students with a communicable disease.

## **Substance Free Workplace**

The board expects the school District and its employees to remain substance free. No employee will unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance or alcoholic beverage as defined by federal or state law.

“Workplace” includes school District facilities; school District premises; school District vehicles; or non-school property if the employee is at any school-sponsored, school-approved, or school-related activity, event, or function such as fieldtrips or athletic events where students are under the control of the school District or where the employee is engaged in school business.

If an employee is arrested or cited for a criminal substance offense the employee shall notify their supervisor before reporting to regular duties or within 48 hours of arrest or citation. If an employee is convicted of a violation of any criminal substance offense committed in the workplace the employee will notify their supervisor within five days of the conviction.

Please see Board Policy 403.4 – Substance Free Workplace for more information.



## Late Arrival / Early Release Procedures

JOB TITLE	2 HOUR LATE START	2 HOUR EARLY DISMISSAL	NO SCHOOL	OPTIONS
Teachers	2 hours later than regularly scheduled start time	End of students day and necessity for student supervision has ended	Do not report to work	N/A
Ed Assistants, Student Support Associates, Paraprofessionals, Health & Media Assistants	2 hours later than regularly scheduled start time	2 hours before regularly scheduled end time	Do not report to work	With supervisor approval, may arrive earlier or depart later if conditions safely allow
O&M and Transportation Secretaries	Regular start time	Regular end time or as conditions safely allow	Report to work unless all offices are closed	Work or use applicable leave time
Building, Guidance and Attendance Secretaries	2 hours later than regularly scheduled start time	2 hours before regularly scheduled end time	Do not report to work	With supervisor approval, may arrive earlier or depart later if conditions safely allow
Custodians	Regular start time	Regular end time or as conditions safely allow	Report to work unless all offices are closed	Work or use applicable leave time. May take unpaid time if District shutdown.
Part-time Nutrition Services	Varies-follow supervisor's instructions	Clock out when work is complete	Do not report to work	May take unpaid time or make up hours that week with supervisor approval
Transportation	2 hours later than regularly scheduled start time	2 hours before regularly scheduled end time	Do not report to work	N/A
Non-Exempt Office Staff	Regular start time	Dismissal at discretion of Superintendent	Report to work unless all offices are closed	With supervisor approval may work, use applicable leave time, take unpaid time or use make up time

**AT ALL TIMES, THE SAFETY OF THE EMPLOYEES WILL BE THE FIRST CONSIDERATION FOR BEING AT THEIR ASSIGNED WORK STATION.**

All delays, cancellations and early dismissals will be communicated on:

**TV:** KCRG, KGAN, and KWWL

**Radio:** WMT KMRY KKRQ KFXA KHAK KZIA KCCK

**District:** [www.linnmar.k12.ia.us](http://www.linnmar.k12.ia.us) (an alert will be visible on the website)

**Textwire** – emergency text notification service (It is recommended that you sign up for District and school-specific alerts).

## **Mandatory Reporter**

### **Board Policy - 401.15 - Child Abuse Reporting by Licensed Personnel**

All licensed personnel, nurses, teachers, coaches, and para-educators are mandatory reporters as provided by law and are to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse, or submit evidence they've taken the course within the previous five years. The course will be re-taken at least every five years.

## **Staff and Student Safety during Student Behavior**

As we all know, students can have a bad day and may display unsafe behavior. Chapter 103 is the Iowa Administrative Rule covering student protections around corporal punishment, seclusion, and restraint. Corporal Punishment is banned in the state of Iowa. No employee of a public school in Iowa is able to utilize corporal punishment on a student.

All school employees, before using physical restraint or physical confinement, must receive adequate and periodic training. At Linn-Mar, we have chosen to provide de-escalation strategies for all staff in handling student behavior. Administrators and teachers more directly involved with seclusion and restraint will be required to take the AEA PD Online course titled: Overview of State Requirements Regarding Seclusion and Restraint: Chapter 103. This class will need to be renewed every 3 years. Any staff member who may need to utilize seclusion or restraint will also be trained in Crisis Prevention Institute (CPI).

## **Getting students from point A to point B - Transporting of Students by Employees**

If a coach, teacher or staff member are permitted to drive a school vehicle for trips in the absence of a regular driver, all such staff members to drive school vehicles used to transport students must be qualified through training, license verification, and motor vehicle record checks.

If an employee has his/her license suspended, revoked, canceled, or is disqualified from driving, the employee must notify the employer by the end of the next business day following the employee's notice of the action against his license. The employer may no longer use the employee for driving purposes.

Drivers with more than one moving violation within the past two years will not be authorized to drive students. Drivers must go directly from the point of departure to the point of destination.

Each vehicle must have a pre and post trip inspection completed prior to and after each trip of the day and kept in the vehicle that day.

## **How to find important employee information – and what if I'm called for jury duty? iVisions and the Linn-Mar Intranet**

Linn-Mar employees have access to an online employee portal called iVisions. This site is where you can find important information about the District including your paycheck stubs, W-2's, **time off requests (for certified staff)**, health insurance and other benefits information, business procedures, staff directory and so much more! You can get to the portal through the Linn-Mar website/Students & Staff/iVisions. If you have trouble logging in or have questions, please contact Casey Fasselius (x3009) in Human Resources.

Linn-Mar also has an "intranet" site where you can find information regarding certified teacher course approval forms (a.k.a. lane change forms), our jury duty policy, mileage reimbursement, how to create a webpage and how to reserve a Linn-Mar facility.

## **When Classified Staff needs time off**

If you need to request time off, please use the TimeClock+ system. Please see your assigned addendum for specific timelines, etc.

The District grants several types of leave to ensure a work/life balance. However, if an employee is consistently late or exhausts their leave banks, the District will implement the attendance procedures below:

### 1. Absence

A. *Excused Absence* occurs when all of the following conditions are met:

- The employee provides advance notice (per negotiated agreement language) of absence to his or her supervisor.
- The reason for the absence is found acceptable by his or her supervisor.
- Such absence request is approved by his or her supervisor.
- The employee has available and relevant leave time to cover such absence.

Employees must utilize all available and relevant leave time for every absence (regardless of the amount of leave time) unless otherwise allowed by District policies and/or procedures (e.g. General Leave of Absence, Extended Leave, FMLA, Make-up time, etc.)

B. *Unexcused Absence* occurs when one or more of the four conditions in (1) (A) are not met.

If it is necessary for an employee to be absent from work because of illness or an emergency, the employee must notify his or her supervisor no later than 30 minutes before\* the employee's scheduled starting time on the same day.

*\*The only exception will be if the supervisor determines that the illness or emergency actually started less than 30 minutes before the employee's scheduled starting time on the same day.*

### **Progressive Discipline for Unexcused\*\* Absences (which includes all unpaid absences) for scheduled work time**

1 scheduled work day	Verbal Counseling (in writing)
2 scheduled work days	Verbal Warning (in writing)
3 scheduled work days	Written Warning
4 scheduled work days	Subject to termination

\*\* If an employee who is not eligible for leave under the FMLA has an immediate family member with a serious illness or injury requiring a leave of absence, the District may, with satisfactory written medical evidence, provide a leave.

## 2. Tardiness and Early Departures

The District must be open and ready to provide services to students before, during and many times after the school day. Therefore, employees are expected to report to work on time as well as stay until the end of their scheduled work day.

If an employee is unable to report to work as scheduled and the employee is unable to provide advance notice as required under paragraph 1, the employee should notify his or her supervisor no later than 30 minutes after the employee's regular starting time. This notification does not excuse the tardiness but serves as notification to the employee's supervisor of the absence.

Tardiness is defined as clocking in or being at the employee's regular workstation at least 5 minutes past the scheduled starting time. Employees should not assume that being 1-5 minutes late permits them to be late. Habitual tardiness, including 1-5 minutes past starting time will be subject to progressive discipline.

Early departure is when an employee leaves before the scheduled end of his or her shift.

On a case by case "exceptional" basis with prior approval by the manager an employee who is tardy or who must take an early departure may utilize make up time (see **Make-Up Time Procedure\*\*\***).

Arrival and departure times will be determined by the time on the District time recording system.

### Progressive Discipline for Tardiness / Early Departure for scheduled work time

First Instance	Verbal Warning (in writing)
Second Instance	Written Warning
Third Instance	Final Written Warning
Fourth Instance	Subject to Termination

### Progressive Discipline for combined Unexcused Absence, Tardiness and Early Departure:

Administration will use discretion in Progressive Discipline procedure in instances of combined Unexcused Absences and Tardiness Instances.

### 3. No Call / No Show

Not reporting to work and not calling to report the absence within 30 minutes after the employee's regular starting time is defined as a no call / no show and seriously disrupts District operations. **Any no call / no show lasting two consecutive days is considered job abandonment and will result in immediate termination of employment.**

If an employee is already in the progressive discipline process for attendance / punctuality when a no call / no show occurs, the disciplinary process may be accelerated to the final step.

#### Progressive Discipline for No Call / No Shows that are not two consecutive days

No Call / No Show (one day / first instance)	Final Written Warning
No Call / No Show (one day / second instance)	Subject to Termination

If the second instance of No Call / No Show is consecutive to the first instance, employee will be subject to termination.

### 4. Pertinent Information

Administration reserves the right to use discretion in applying this procedure under special, extenuating, rare or unique situations including circumstances involving immediate family (ex. weddings, significant school events and significant milestones) as approved by the Chief Human Resources Officer or designee.

Employees who have established a pattern of absences, tardiness or early departures (e.g. consistently having several unexcused absences or routine absences on the same day every week, Mondays and/or Fridays, absent the same time each year, etc.), despite having sufficient and applicable leave, may be subject to progressive discipline which is more severe than that outlined if he or she continues to incur additional unexcused absences, tardiness and early departures.

5. In the event any provision of these procedures conflicts with the requirements of the Family and Medical Leave Act (FMLA), the FMLA will take precedence over these procedures.

The District reserves the right to amend or discontinue these procedures at any time without notice.

### \*\*\* MAKE UP TIME PROCEDURE

#### PURPOSE:

To provide a consistent and equitable practice of approving make-up time throughout the Linn-Mar Community School District.

#### PROCEDURE:

Beginning July 1, 2006, if an employee must miss work in increments larger than 30 minutes, all applicable paid leave time such as personal illness, family illness, personal days, and vacation days must be utilized prior to approving the use of make-up time.

Make-up time may only be approved per an employee's immediate supervisor on a case by case "exceptional" basis if an employee must miss work in an increment of less than 30 minutes.

#### **EXCEPTIONS:**

Emergency Closings / Inclement Weather

## **District technology and uses**

*My computer could be more encouraging. You know, instead of "invalid password", why not something like, "Ooooh, you're so close!"?*



Technology is used in the District to accomplish specific tasks and has no doubt changed the way we all work. Technology like computers, tablets, social networks, websites, educational software, management applications, and so much more have removed boundaries and they have also facilitated in the movement of information within the District which accelerates quick communication and decision making.

Using technology at Linn-Mar has many advantages such as:

### 1. Improving communication:

Within the District we are using various business and education communication technologies to change the way our employees interact and communicate while at work. For example, employees from different schools, departments or areas can use e-mail, OneNote, OneDrive, etc. to quickly share and exchange information. Virtual communication tools can also be used to share screens and can be used to support group decision making.

### 2. Encouraging Innovation and Creativity:

Employees can use different business and education technologies to create innovative ideas which can be used in teams, departments or individual classrooms. Employees can also use approved internet technology to innovate ways of promoting student engagement and learning.

### 3. Saving Time:

Technology can be used to automate various tasks at the District that increase efficiency and production at work. Using databases such as Powerschool, Seesaw, iVisions, etc. to capture and store information can facilitate quick decision making and increase the speed of communication with staff, parents and students. Use of internal networks at the workplace can help in sharing of gadgets like printers and scanners, so employees do not have to move to different departments to share technological tools.

### 4. Mobility:

The use of internet and computers to work has eliminated space and time boundaries. Employees can work from anywhere at any time. This mobility ensures that employees can be as efficient as possible even if they are not in their own classroom, department or desk.



Using technology at Linn-Mar has many challenges as well:

1. Distraction:

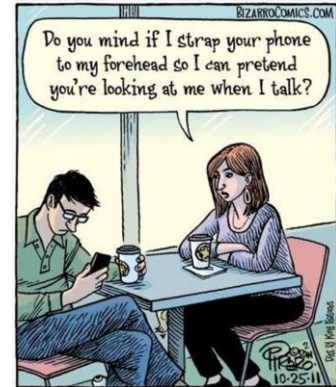
There are so many ways technology can distract us while we are at work. The use of social networks, texting, etc. at work can cause distraction and can affect the productivity of employees as well as student learning.

2. Workplace Relationships:

Employees communicate via cell phones, text messages, email or sometimes virtual video conferencing tools. This type of communication technology eliminates face-to-face communication. We want to stress the importance of interpersonal communications as they are important in building workplace relationships.

3. Risk:

Though we all like the advantages that come with technology at work, it also tends to be risky, especially when it comes to data security. All employees in decision making positions will need access to private District and student information; this can pose as a threat, because it can be very difficult to monitor the usage and privacy of this information.



**Awesome – a new computer!!!!**

We all tend to take our work computers home to get just a little more work done. It's important to remember the Linn-Mar computer that was issued to you is for work use only. As Linn-Mar is a public employer, we are held accountable for our employees' use of our technology. Please refrain from using your computer to run your personal business, download unapproved content, play games (you or your kiddos) or use it as a Frisbee.

To help distinguish personal use from work use and your responsibilities, below are the **TOP TEN TECHNOLOGY** guidelines regarding the use of District equipment that you are issued:

1. Users should have no expectation of privacy of their communications, messages, and files made, transmitted, received, or stored on or through District provided computer resources. Even when computer resources may be password-protected, there is no special confidentiality or privacy on communications, messages or files.
2. Network administrators may review user files, messages or other communications and, if misuse of the computer resources is discovered, recorded or otherwise, use them as a basis for disciplinary action, up to and including termination, or use them as evidence in litigation. Misuse of District provided computer resources may also result in prosecution under applicable federal and state laws and/or required reimbursement to the District for damages.

3. All data contained within District systems is the property of the District. Employees and students are expected to use their Linn-Mar accounts when communicating with one another regarding Linn-Mar assignments, activities, etc.
4. Each user is responsible for backing up his or her files.
5. Users are responsible for understanding security guidelines and maintaining the security of the systems they are using. Please note that users are responsible for information system activity conducted under their username and password.
6. Under no circumstances should a user ever tell or give out his or her password or allow anyone else to use his or her account.
7. Do not transmit personal information through email or non-secure websites.
8. Respect all copyrights. Do not steal music videos, software, or ideas.
9. Be civil and professional. No material containing offensive, profane, rude, inflammatory, threatening, violent, sexually explicit, harassing, abusive or impolite language or images is to be created, viewed or accessed.
10. All devices, computers, tablets, etc. are the property of the District and must be returned or surrendered when requested by Administration.

*Easy, right? Go forth and enjoy your shiny Linn-Mar computer!!*

### **Staff Meetings**

We know everyone is very busy. However, holding regularly scheduled staff meetings with employees greatly enhances the communication efforts that make up the foundation of Linn-Mar's success. Since employees spend a great deal of their lives at work, it is important that everyone be an active part of the success of the District as it meets its strategic goals. Staff meetings allow employees to be "in the know" about what is happening in the District as well as be a part of the decision making process as they communicate their unique insights, professional opinions and ideas in a structured environment. Mandatory attendance ensures we have everyone's voice to contribute to our success.

## **Professional Learning Communities – together we can ensure ALL students succeed!**

Linn-Mar has fully committed to the Professional Learning Community (PLC) process to establish a school wide culture that develops teacher leadership explicitly focused on building and sustaining school improvement efforts. Generally, PLCs are composed of teachers, although administrators and support staff routinely participate. Through participation in PLCs, teachers enhance their leadership capacity while they work as members of ongoing, high-performing, collaborative teams that focus on improving student learning. PLCs work to answer the following four questions:

1. What do we expect students to learn?
2. How will we know if they learn it?
3. How do we respond when students experience difficulty in learning?
4. How do we respond when students do learn?

The expectation of PLCs is that this collaborative effort will produce ongoing improvement in student achievement. At Linn-Mar, PLCs typically meet on a weekly basis.

## **Putting more tools in your toolbox – Professional Development**

At Linn-Mar, student success is very important. A way to help ensure student success, is through qualified, prepared, and motivated staff. Linn-Mar is dedicated to a strong level of professional development. Professional development is directed at each level of education, as well as position and department specific training.

Teachers – Professional development is offered for all levels including pre-school, elementary, middle, and high school as well as targeted development for Student Support Teachers. There are a variety of ways that professional development is delivered.

At the District level there are full days dedicated to K-12 staff development. These days offer the opportunity for District-wide initiatives to be presented and cultivated and provide opportunities for staff from different levels time to collaborate.

In addition to the full District level professional development days, all certified staff have the opportunity to attend District workshops. These workshops take place outside of the teaching day and are taught by Linn-Mar staff. Certified staff are allowed to choose the workshops they attend and are compensated for their time through Teacher Quality funding.

At the building level, professional development can happen individually, or in small groups, with the use of building Teacher Quality funding. Teachers may collaborate with others, or attend a conference, in which they share their new learning with others.

Professional development may be offered in a personalized format in the event of weather cancellations.

Linn-Mar also has a very active teacher leadership program. This allows for in-the-moment professional development. Instructional and technology coaches are assigned to each building, to assist staff in a variety of ways. This allows for in-classroom professional development on the topics the staff choose, at the time they choose. Linn-Mar has a very well rounded staff development program.

Classified Staff – Professional development is offered for all categories of staff. Associates and Paraprofessionals are offered development up to five days per school year. Trainings for associates include job specific modules and also other opportunities for learning such as collaboration and school specific topics. Service employees are also provided job specific training as well as other opportunities for growth as directed by their supervisors.

The success of each student is important, so is the success of each staff member that interacts with students both directly and indirectly at Linn-Mar.

### **Teacher Leadership**

In 2014 Linn-Mar was one of the first schools in Iowa selected to participate in the Teacher Leadership program. The Teacher Leadership Program is in place to simultaneously help teachers grow to their full potential as a teacher while also helping each school successfully achieve their goal of student success. Teacher Leadership is an opportunity for teachers to help their colleagues by sharing instructional resources, areas of expertise, and effective teaching strategies in a variety of roles in and out of the classroom setting.

Teacher Leadership positions such as Program Coordinator, Instructional Coaches, Technology Integration Coaches, or Mentor Coaches are available outside of the classroom. Teachers can also participate in the program while maintaining their full time teaching position. These stipend positions include model teachers, curriculum facilitators, PLC facilitator, team/program leaders, or course development facilitators.

The goals of the Teacher Leadership Program are:

- Attract and retain new teachers by providing ongoing professional development, classroom support, and a comprehensive mentoring program for first and second year teachers.
- Increase opportunities for collaboration between teachers.
- Increase professional development and leadership opportunities for staff.
- Improve instruction to increase student performance and achievement.

More information on the Teacher Leadership Program can be found on the Linn-Mar website.

## **Substitutes / What to do when you are not at work**

Everyone has to miss work at some point, but student learning must continue in your absence. It is the essential responsibility of each school building to ensure that students are receiving an appropriate education in the absence of a Certified Teacher / Educational Associates / Paraprofessional.

Certified Teachers, Educational Associates and Paraprofessionals are responsible for entering their absence information into Sub Central and following Sub Central procedures. If you or your building prefers or has pre-arranged a specific substitute, please specify that person in Sub Central.

In addition to ensuring there is a substitute to cover your absence, it is also imperative that teachers leave clear and concise lesson plans so the substitute teacher is able to carry on learning for your students while you are away. It is also helpful to have seating charts, student notes, etc. available so there are few if any classroom management issues for the substitute teacher.

New hires should register at <https://subcentral.gwaea.org/subcentral/>. Current employees can change profile information by visiting this site.

Click on "Registration System" under the Employee box. Then click "Add New Profile" in the Paraprofessionals box or "Update Existing Profile" if you are already a registered employee.

To report an absence or review assignments, log on to the Assignment System at <https://subcentral.gwaea.org/subcentral/> or call 319-449-3079.

## **What if I'm hurt at work?**

Unfortunately, there can be incidents at work that may result in an injury or illness. Any absence due to injury or illness incurred in the course of your employment is covered by Worker's Compensation. If you do get hurt, you must report the injury to your direct supervisor as soon as possible so a Work Injury Report can be completed. When medical treatment is needed immediately, the Work Injury Report can be completed afterwards but should be returned to your supervisor within no more than 48 hours of the injury unless there are extreme circumstances.

If you need medical treatment due to a work injury, you should utilize the authorized medical centers listed on the cover sheet of the Work Injury Report. Most injuries can be treated at Mercy Occupational Health at 5264 Council Street in Cedar Rapids. Mercy Urgent Care, also at 5264 Council St., is a treatment center that can be used in the event that the Occupational Health center is closed or operating at capacity. In the case of very serious injuries or if immediate treatment is needed when Mercy Occupational Health or Mercy Urgent Center is closed, treatment at the Mercy Emergency Room in Cedar Rapids is an option.

## **Let's cheer on our peers! (Recognition / LIONS awards)**

Linn-Mar's Recognition and Awards Program serves to highlight the excellence that exists in all areas including service and job functions across the school District by rewarding the accomplishments and achievements of our staff, community partners, and colleagues. Linn-Mar chooses to recognize and reward work and behaviors that support/further the mission, goals, values and initiatives of the Linn-Mar Community School District. Nomination forms for LIONS Awards are available in February and winners are announced in April.

All nominees are invited to attend Linn-Mar's LIONS/Volunteer Recognition Open House where the award winners receive a plaque and recognition from the District.

Award winners are selected based on the criteria established for each category. The six awards for which an employee may be nominated are listed below:

**L – Living Legend Award for Excellence in Leadership**

**I – Innovator Award for Excellence in Positive Change**

**O – Optimizer Award for Excellence in Teamwork**

**N – Newcomer Award for Excellence in New Ideas**

**S – Service Award for Excellence in Superior Performance**

**Lion Pride Award – Going the Extra Mile**

**Shirley Pantini Equity Award**

If you would like to nominate someone for a LIONS or Shirley Pantini Award, watch for nomination information on the website in February!

## **I need help! Volunteers / Community Relations**

Need help? Ask a volunteer! Each school typically has a volunteer coordinator that coordinates the volunteer base at their assigned school. These coordinators have their own Linn-Mar email account - the address never changes even when the coordinators do.

Typically requests go directly to your school volunteer coordinator, who might be introduced at a staff meeting or they may just stop in and introduce themselves. Coordinators work from a list of vetted volunteers that become "active" after having an orientation to the program, a photo taken and a background search done prior to being provided to our teaching staff.

In addition to building volunteer coordinators, staff may always contact the Community Services Coordinator, Karla Terry (x3110) with any questions.

**So, how can you use volunteers? Glad you asked!** The District has volunteers that work with students on learning games, reading, enrichment, literature and math. Our volunteers also place guest readers for our America Reads program, assist with the

Encourage A Reader program (weekly commitment of 15-20 minutes with the same volunteer), provide art room support, hang work, spelling help, small group assistance as well as assist with projects and prepare supplies.

The District also has volunteers that play the piano for our chorus groups, tutor math at the high school, support robotics and Lego league, volunteer and assist with special events like Invention Convention, pig heart dissection, States Project, as well as interpret for both students and parents.

In addition, volunteers work in our Media Centers and are often involved with PTO. They also help sew at the middle schools with students, assist with activity nights, support school dances and help with registration.

Please contact your building secretary to find out the volunteer coordinator in your building.

### **How can I let the world know about all of the amazing stories that are going on in my school / classroom / department?**

From student and staff success stories, to programs, academics and extra-curricular stories there are lot of great things happening throughout Linn-Mar each and every day! We encourage you to share your stories, photographs or story ideas with Matthew May, Communications Coordinator at [mmay@linnmar.k12.ia.us](mailto:mmay@linnmar.k12.ia.us), directly by phone (x3005) or [info@linnmar.k12.ia.us](mailto:info@linnmar.k12.ia.us). The more information you provide, the better we are able to publicize the information provided through the District website, Linn-Mar TV (LMTV), social or local media.

If you have questions regarding the District's website, media inquiries, use of District logos or King mascot, please contact Matthew May at x3005 or [mmay@linnmar.k12.ia.us](mailto:mmay@linnmar.k12.ia.us).



This is King!  
(The furry lion in the middle)



## **Social Media**

Where would we be without social media? It has us networking and connecting like never before. As employees, we need to conduct ourselves in such a way that our educational or personal use of social media does not adversely affect our status with the District.

As a District employee, electronic social networking sites shall be used in accordance with board policies on bullying, harassment, work requirements, and conduct for the purpose for promoting learning and associated communication. Use of social media that violates those policies or used for purposes other than learning and associated communication will be subject to the disciplinary process.

Employees cannot post confidential or proprietary information including photographic images about the District, its employees, students, agents or others on any external website without consent of the Superintendent or designee. Employees cannot use District logos, images, iconography, etc. on external websites.

Lastly, please carefully consider the pros and cons, potential difficulties, and additional responsibilities that may be involved if you accept current students as “friends” or “follow” them on social media as well as if a particular posting on social media puts your professional reputation and effectiveness as a District employee at risk.

## **Taking photographs with your cell phone**

Although it's fun to take pictures of your students and all of the great things they are doing, please be aware that you should never use any type of photographic feature on your cell phone to take pictures on school premises, while conducting school business, or at school sponsored functions without receiving written permission from administration; unless the photographs are to be used to document: conduct that is violation of board policy, damage to District property, an accident on District property or involving District vehicles, for the use of identifying equipment for work documentation or repair information, or to document public activities or events honoring employees, students or the District.

## **Creating your District web page**

Your District web page is a great way to communicate with students and parents. You can set up student assignment and event pages, create a blog and even a photo gallery.

To set up your District web page, visit the Communications and Media Department's web page.

If you plan to use photographs of your students, please contact Matthew May, Communications Coordinator at x3005 to ensure parents have given permission for the student to be photographed.



## **Business Procedures**

There are so many things that go on behind the scenes when it comes to running a District. Many of these things are accomplished through the Business Office. They have the privilege of answering to auditors as to how we spend our taxpayers' money. This is no easy feat and we ask for your help in making sure you follow established business procedures to ensure our business staff can sleep at night! Please see below many of the most common procedures that pertain to your employment.

### **What about when I travel?**

It's fun to get to see new and different places and ideas when it comes to ensuring student success. That's why we have Travel Expense/Reimbursement Guidelines:

1. Please ensure that any travel is approved in advance by your supervisor. District issued p-cards (procurement cards) should be used for travel expenses whenever possible. Detailed receipts are required for all purchases (so, not just the total, we need to see what you purchased). See your supervisor for more information on how to obtain a p-card for your travel.
2. If you are requesting mileage reimbursement, trips must be logged including date, start location, end location and miles traveled. The request should be entered into the mileage reimbursement system on the intranet or iVisions portal within 30 days of travel.
3. If you plan to stay overnight and more than one employee is going, hotel rooms should be shared whenever possible. If you wish to have a single room, you may be responsible for reimbursing the District the difference between a single and double room.
4. If you are planning to eat and the meal is not covered by the conference you are attending, meal allowance is \$50/day. No single meal shall exceed \$30.00 and up to 20% tip is allowed.
5. If you request reimbursement, use the Petty Cash Reimbursement form if the expense is \$25 or under and the Expense Reimbursement form if the expense is over \$25. Please note that reimbursements are allowed on a very limited basis and should have prior approval. Itemized receipts must be submitted for any reimbursement.
6. **Keep your receipts!**

For more information about travel and reimbursement guidelines please see board policies 803.10 and 803.10R.

### **What if I need to purchase something?**

There are two ways to purchase items - a purchase order and/or through a procurement card. Be sure to get approval from the appropriate party prior to purchasing items for your school/department! A good rule of thumb is to remember that you are spending public funds and we all have a fiduciary responsibility to spend the taxpayers' money wisely and appropriately.

## Purchase Orders

1. All authorized District purchases are made on District purchase orders per Board Policy 803.1. Any purchase made directly between an employee and vendor without a purchase order is considered to be a personal transaction between the vendor and employee. The District is not responsible for these purchases.
2. Purchase requests are entered into the Infinite Visions system
  - a. All vendors must be set up in the iVisions system and a W-9 must be on file prior to purchase. Contact accounts payable (Sandy Clabough x3010) if a vendor is not in the system.
  - b. After a requisition is entered, it goes through an approval process.
  - c. After the appropriate approvals, the building/department secretary will be notified and may then print the purchase order.
  - d. The building/department is then responsible for submitting the purchase order to the vendor by mail or fax.
  - e. The building/department is responsible for any duplicate orders.
  - f. No orders should be placed until AFTER a Purchase Order is created.
3. All items should be shipped to the appropriate building and all bills should be sent to the Business Office.
  - a. When ordering online, be sure to check the shipping address.
  - b. Packing slip is verified by the purchaser and given to the Bookkeeper/Secretary to “receive” items into iVisions. Discrepancies should be noted in the system.
  - c. Vendor statement should be sent to the Business Office. A paper copy is kept until the fiscal year audit is complete.
  - d. All contracts, quotes, receipts, bills and packing slips should be scanned into the iVisions system at the building level whenever possible.
4. Purchases made without a purchase order are discouraged and not the responsibility of the District. In the event the principal/supervisor approves reimbursement to an employee for a purchase, NO SALES TAX will be paid. (This does not apply to travel expense reimbursements.)

## Procurement Card

1. Employees that check out a building or department procurement card (p-card) must immediately return the p-Card and receipts to the card custodian after use.
2. The school principal/department supervisor and the cardholder are accountable and responsible for the Procurement Card Program within their respective building/department.
3. Department and building cards should be checked out and returned after use. Building secretaries and Department secretaries will keep the department/building cards secure and will keep a log of all activity showing date, time, person that checked it out, reason for checking it out, and date/time of card return.

4. Blue cards should accompany the card when checked out. These cards have tips for use, sales tax exempt information and our Federal ID.
5. All building, department, and individual p-Cards must be stored in a secure area.
6. The p-Card may only be used by the individual whose name appears on the card or the individual who has checked out the building/department card. Never lend your p-Card to someone else or allow someone to give your card number to make a purchase.
7. Detailed receipts should be turned in with the card. Once the statement is received, the statement amount and all detail should be entered into iVisions and scanned.
8. The District does not pay state sales and local option taxes except in some cases of meals or hotel. If tax is charged on a purchase, the purchaser is responsible for paying the tax or obtaining a refund.
9. P-Cards may not be used for the following: personal uses, cash advances, money orders, gift cards, narcotics, dangerous drugs, firearms, alcohol, explosives, professional services, fixed assets, salaries/wages/benefits, cell phones/pagers, etc.
10. The p-card may be used for current year expenses only-no prepaids are allowed for the next fiscal year. Contact the p-card administrator (x3018) with questions regarding specific situations.
11. For local purchases, keep a copy of the charge slip, itemized sales receipt, and/or any other information related to the purchase(s). When ordering on-line, print the final confirmation page for documentation.
12. Never fax a copy of your card or number unless you are absolutely sure the recipient will be receiving this information directly.
13. All invoices/charges should be billed to the Linn-Mar Community School District and not the District employee.
14. All District and building purchasing policies and procedures must be followed when utilizing the Procurement Card Program.
15. When using the p-card for meals or lodging, ask for itemized receipts. You will be required to reimburse the District for any charges that are missing itemized receipts.
16. Lost or stolen cards should be reported immediately to the Business Office Coordinator, at 319-447-3018, the school Principal/department supervisor, and MasterCard 1-800-263-2263.

17. The Procurement Card Administrator is responsible for the administration and monitoring of the Procurement Card Program within the District.

18. Individual cards will be surrendered to the Procurement Card Administrator in the event of transfer or separation from the District

If you aren't sure if you are to use a purchase order or use the procurement card, please check with your supervisor and/or the building/department secretary. Remember, keep all receipts!

**Other important Business Procedures:**

All procedures can be found in the **Business Procedures Manual** found on the iVisions employee portal: *Business Resources/Procedures/Business Procedure Manual*

Topics include:

Technology purchases, Grant requirements, Cash deposits and Petty cash funds, Iowa Gift laws, and several other items that may be pertinent to your position.

## **Benefits / Insurance**

### **Employee Wellbeing**

Linn-Mar's wellness program strives to encourage, promote and achieve healthier lifestyles. Our mission is to develop and continue support of physical, social, emotional, intellectual, and financial well-being of staff in the District. The wellness committee, comprised of employee representatives, meets on a regular basis to coordinate various wellness initiatives throughout the year. All employees are encouraged to support and participate in the wellness program. We are always looking for committee members – contact Heather Jordan in Human Resources (x3004) with questions and/or if you would like to participate on the wellness committee!

### **Employee Assistance Program**

We realize that there are times in everyone's life when we might need a little extra support. Linn-Mar offers an Employee Assistance Program (EAP) to all employees and their immediate family members. The EAP is a confidential resource and counseling service intended to assist with concerns or questions relating to family, financial, legal, substance abuse, relationship, emotional and psychological areas. The EAP also offers a wealth of knowledge and information on their website including webinars, chat sessions and resources. Information on this free benefit can be found on the iVisions website or by calling Cathy Gauger in Human Resources (x3011).

## **Federal/State Leaves of Absence**

### **Family and Medical Leave Act (FMLA) Leave**

Employees qualifying under Federal Statutes for FMLA leave will be granted up to 12 weeks of unpaid leave with continuation of benefits. Employees must apply for FMLA leave through the Human Resources Department. FMLA leave may be granted for the birth, adoption, or foster care placement of a child, or for the serious health condition or life threatening illness of the employee or his/her immediate family member for whom the employee is the primary care provider or to deal with qualifying exigencies related to a call to active duty of family members of National Guard and Reserves.

To be eligible for FMLA leave, an employee must have worked at least 1,250 hours in the last 12 months. An employee requesting FMLA leave must provide appropriate documentation for the situation in question.

### **Military Leave**

Leaves of absences for the performance of duty with the United States Armed Forces or with a reserve component or the National Guard shall be granted in accordance with the Code of Iowa.

## **Core Benefits\***

\*More specific information related to benefits can be found in the addendums for each employee group.

The following benefits are available to eligible employees:

- Major medical coverages
  - Health Insurance
  - Teladoc
  - Dental Insurance
  - Vision Insurance
  - Health Care Flexible Spending Account
  - Dependent Care Flexible Spending Account
- Income protection
  - Life Insurance
  - Long Term Disability Insurance
- Retirement plans
  - IPERS
  - 403(b) Retirement Plan

## **Major Medical Coverages**

### Health Insurance

A comprehensive major medical program is offered by the District. Linn-Mar offers eligible employees a choice of four health plans which are administered by Wellmark. The plans include a choice of two PPO plans and two HMO plans. All four plans include four tiers of coverage: employee, employee plus spouse, employee plus children, or family. All four plans include pharmacy benefits as part of the coverage. The District makes a contribution per month to employees to assist with premium payments (please see the addendum relevant to your employee group). Specific plan information is available on the iVisions portal or by contacting Cathy Gauger, Benefits Specialist, x3011.

### Teladoc

Employees enrolled in Linn-Mar's medical coverage are given free access to telemedicine services through Teladoc. Employees and their covered family members can set up a Teladoc account and use the services 24 hours a day and 365 days a year. The medical consultations are **free of charge** so employees can save money and time when using Teladoc. For information on how to enroll please contact Casey Fasselius, HR Assistant, x3009

### Dental Plan

Each qualifying employee will be offered dental insurance through Delta Dental of Iowa. The Linn-Mar plan features free preventative care for covered members and a \$1000 braces benefit to dependents under age 19. Family dental insurance is available at the employee's cost. Employees may enroll in either a single plan or a family policy depending on their needs.

### Vision Insurance

The District offers a vision plan to all qualifying employees and their immediate families. Vision coverage is offered through VSP and offers employees substantial cost savings on eye exams, glasses and contact lenses over retail costs. Employees can purchase either a single policy or family policy depending on their needs. The vision plan is voluntary and available at the employee's expense. Detailed plan information is available on the iVisions portal or by contacting Cathy Gauger, Benefits Specialist, x3011.

### Dependent Care Flexible Spending Account

The Dependent Care Flexible Spending Account is a benefit which allows daycare expenses to be paid using pre-tax dollars. Up to \$5000 annually can be set aside to pay for day care and other qualified expenses for your preschool children, after-school care for older children, and care for elderly parents or other disabled dependent with pre-tax payroll deductions. Detailed information about dependent care flex spending accounts is available on the iVisions portal or by contacting Cathy Gauger, Benefits Specialist, x3011.

### Healthcare Flexible Spending Account

The Healthcare Flexible Spending Account is a benefit which allows up to \$2700 of out-of-pocket medical, dental, and vision expenses to be paid using pre-tax dollars. This account can be used for the expenses of the employee as well as their eligible dependents. Examples of expenses eligible for reimbursement include co-payments for office visits, prescriptions, and eye glasses. More information on healthcare flex spending accounts is available on the iVisions portal or by contacting Cathy Gauger, Benefits Specialist, x3011.

### **Making Changes To Your Coverage**

Once you have enrolled or declined coverage as a new hire, changes to coverage can be made during benefits open enrollment every spring. Linn-Mar offers open enrollment for health insurance benefits every year between the months of April and May. Examples of changes to coverage include adding or dropping dependents, changing plans, adding coverage, etc. Any changes you make during open enrollment go into effect at the beginning of the new plan year, which is July 1.

If you would like to make changes to your coverage outside of the open enrollment timeframe, you must have a qualifying event in order to do so. Qualifying events are officially defined by the IRS and include but are not limited to situations like birth of child, death, marriage, spouse's loss of group insurance coverage. Changes to coverage must be made within 30 days of the actual event. If you have questions on qualifying events you can call Cathy Gauger, Benefits Specialist, x3011.



# 2019-2020 MONTHLY INSURANCE RATES

<b>MEDICAL</b>	<b>2019-2020</b>
<b>PPO PREMIER</b>	
SINGLE	\$568
EE/SPOUSE	\$1,158
EE/CHILDREN	\$1,077
FAMILY	\$1,736
<b>PPO CHOICE</b>	
SINGLE	\$516
EE/SPOUSE	\$1,055
EE/CHILDREN	\$980
FAMILY	\$1,579
<b>HMO ESSENTIAL</b>	
SINGLE	\$421
EE/SPOUSE	\$859
EE/CHILDREN	\$799
FAMILY	\$1,288
<b>HMO BASIC</b>	
SINGLE	\$315
EE/SPOUSE	\$643
EE/CHILDREN	\$598
FAMILY	\$963

<b>DENTAL</b>	<b>2019-2020</b>
Employee Only	\$39.73
Family	\$88.86

<b>VISION</b>	<b>2019-2020</b>
Employee Only	\$6.00
Family	\$15.32

**Please note that the rates printed on this page do NOT include any of the District contributions that employees receive to offset the cost of the plans.**



## **Income Protection**

### **Life Insurance**

Each qualifying employee is provided a group term life insurance policy at no cost. The life insurance policy value of \$50,000 is paid upon the death of the eligible employee to their designated beneficiary on file, and in some cases may be paid in advance of the death. Additional benefits may also be paid if the death is accidental. Specific plan information and beneficiary designations are available on the iVisions portal or by contacting Cathy Gauger, Benefits Specialist, x3011.

### **Voluntary Life Insurance**

Linn-Mar offers voluntary life insurance coverage to eligible employees who would like to purchase additional coverage. The cost of the policy will depend on the value of the policy being purchased, and employees may purchase up to 5 times their annual salary. Employees may also purchase coverage for their spouse and children through the voluntary life insurance coverage which is offered through Sun Life Financial. Specific plan information and beneficiary designations are available on the iVisions portal or by contacting Cathy Gauger, Benefits Specialist, x3011.

### **Long Term Disability Insurance (LTD)**

LTD insurance is provided at no cost to the employee. The disability benefit replaces 66 2/3% of your base salary if you become disabled for an extended period of time (120 calendar days) from a covered illness or accidental bodily injury. Specific plan information is available on the iVisions portal, and anyone who may be in a situation to be off work and eligible for a long term disability claim should contact Cathy Gauger, Benefits Specialist, x3011.

## **Retirement**

### **Iowa Public Employees' Retirement System (IPERS)**

The Iowa Legislature created the Iowa Public Employees' Retirement System in 1953 to provide a dependable and economical retirement plan for Iowa's public employees. IPERS retirement benefits are intended to help Iowa's public employers attract and keep qualified personnel in public service. The benefits also help public employees care for themselves during retirement.

The IPERS plan is a defined benefit plan with qualified plan status under federal Internal Revenue Code sections 401(a). A defined benefit plan provides a lifetime benefit calculated using a formula. Your benefits grow with you during your working career. As your years of service and salary increase, your IPERS benefits also grow. At retirement, you receive the benefit you earned regardless of the performance of the stock market.

Membership in IPERS is automatic for full and part-time permanent public employees. You will have an automatic payroll deduction at a pre-tax percentage rate set by the State of Iowa (6.29%) as your contribution toward the IPERS program, and Linn-Mar will make a contribution of 9.44% into your IPERS account on top of that.

You can learn more about this very important benefit at the IPERS website - [www.ipers.org](http://www.ipers.org)

#### 403(b) Tax Sheltered Annuities

In partnership with the State of Iowa's Retirement Investor's Club (RIC), the District currently offers an additional way to save for retirement through a 403(b) retirement savings plan. These plans are available only to employees of public school systems and certain other nonprofit organizations. Eligible employees may start or stop contributions to the 403(b) program at any time. Employees may also elect which investment firm to utilize, and employee contributions through the payroll may be either pre-tax or post-tax (Roth). All participating employees may elect to contribute a portion of their salary up to the IRS contribution limits to one or more of the authorized plans available through the District. If you have questions or would like to participate please contact Cathy Gauger, Benefits Specialist, x3011.

**We are so excited you have decided to make Linn-Mar your home – please let us know if you have suggestions on how we can make your stay here not only awesome but world class!**

**Addendum (July 1, 2019 – June 30, 2020):**

**(Teachers / Counselors / Nurses / Media Specialists / Teacher Leaders)**

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**Insurance**

Coverages presently in effect are:

- a. Health and Major Medical
- b. Term Life Insurance (\$50,000)
- c. Long-Term Disability (present coverage 66 2/3% of basic salary including flex dollars up to a maximum benefit of \$4,000 per month) up to age 70.
- d. Full Single Dental Insurance

**Medical Insurance:**

The District will provide **\$715.00** monthly for each full-time employee through a Level 1 Salary Reduction Plan. The single plan of the minimum Linn-Mar Health and Major Medical Insurance shall be the minimum purchased by each employee should the district provide for health insurance on a stand-alone basis. The premium conversion feature of this plan allows the employee to convert insurance contributions from an after tax payroll deduction to a before tax salary reduction. A benefit specification form will be required from each employee. New employees contracted for the 2014/2015 year and forward will be required to select at least the minimum single plan of the Linn-Mar Health and Major Medical Insurance offered. After July 1, 2014, existing employees who currently elect insurance will not be allowed to opt-out.

Part-time employees shall receive full insurance benefits, subject to terms of the insurance carrier, except for the health and major medical insurance of which they will receive a pro-rata share of the **\$715.00** monthly benefit to be applied toward the premium. Part-time employees will be required to purchase the minimum single Health and Major Medical Insurance only if their pro-rata share is equal to or greater than the premium.

### Short Term / Long Term Disability:

In the event an employee does not have accumulated sick leave in an amount sufficient to extend through the one hundred twentieth day of disability, the Board would make disability payments at the rate as defined by the carrier beginning on the thirty-first day of disability, up to and including the one hundred twentieth day, at which time (on the one hundred twenty-first day) the employee would be covered subject to the terms of coverage as defined by the carrier. The district shall not be liable for payment beyond the one hundred twentieth day of a disability. The definition of what constitutes a "disability" shall be that used by the insurance carrier.

Those employees having sufficient accumulated sick leave to extend through the one hundred twentieth day, would be subject to coverage as defined by the carrier. However, in no event would the total sick leave pay and disability pay exceed the employees contracted salary daily rate.

The Board-provided insurance programs shall be for twelve (12) consecutive months. Coverage periods, coverage requirements, and dates of premium payments necessary for such coverage shall be determined by the insurance carrier (company). Changes in practices may be made pursuant to any mandated changes made by the carrier.

### Additional insurance contribution

The Linn-Mar Community School District will provide, for the 2019-2020 school year, an additional amount of \$290.00 (two hundred ninety dollars) per month to employees who currently have family health insurance and elect to continue family health insurance or married couples employed by the district who are currently taking two policies, a single and an employee + children and switch to a family plan. This contribution will also be made available to current employees who have a HIPPA qualifying event during the 2019-2020 school year that would make them eligible for family health insurance. It is understood that if offering this contribution to employees who have a HIPPA qualifying event during the year causes the district financial distress due to the number of employees who qualify, future settlements will have to factor in an estimated cost for these employees.

This contribution will not be added to the monthly contribution, which shows up on the employee's pay stub. The contribution will be considered the district's share of the family premium and will be paid directly to the insurance company.

Employees shall be given the option of electing no insurance coverage. If this option is taken, the employee shall be paid \$275.00 each month in replacement of the regular monthly benefit. Employees may select to purchase coverage if there is a HIPPA qualifying event. Employees taking this option may select an HMO qualifying plan if offered.

### **Staff Reduction Leave**

Whenever a reduction of employees is deemed necessary by the Board, the following will apply:

Employees on continuing contracts shall be placed on staff reduction leave and granted recall rights.

Staff reduction leave shall be without pay or paid benefits and shall be effective at the end of the current contract of the affected staff member.

### **Notification**

If the Board is contemplating the reduction or realignment of any position(s), it will notify the employee at least sixty (60) days before the proposed effective date of the layoff. If the layoff is to become effective as of the first day of the following school year, the Board will notify the employee in writing by April 1.

### **Criteria**

When the Board determines that employees should be laid off, the following procedure will determine the order in which employees shall be laid off:

1. The Board shall first attempt to make all staff reductions through attrition. Attrition shall only be deemed to have occurred where the Board has received resignations in the area in which reduction is sought prior to the issuance by the Superintendent of Notice of Intent to Terminate Contract.
2. The District shall choose to retain the employee(s) which best fit the District, building or classroom needs or to maintain a program.
3. Employee performance.
4. If needed, other criteria will be determined by the Superintendent.

### **Filling Vacancies**

If a vacancy exists, the displaced employee may change grade levels or departments if the staff member has the proper and current Iowa Department of Education endorsement. No new appointments may be made while there are qualified and available teachers for that appointment on Staff Reduction Leave. Available and licensed teachers on Staff Reduction Leave will be asked to substitute, upon first rejection of assignment, the District may appoint a substitute. Rejection of substitute assignment does not affect an employee's right to recall.

### **Medical Insurance**

Employees on Staff Reduction Leave may be continued in the medical insurance group upon payment of the monthly premium by the staff member if approved by the

insurance carrier under COBRA coverage.

### Recall Rights

For one (1) year from the effective date of reduction, employees placed on Staff Reduction Leave shall have recall rights to any open position for which they are currently licensed, unless the reduction was based on performance. If employees are recalled to a position for which their certification is more than five (5) years old, the district may require them to obtain up to six (6) semester hours of coursework in the field within two years of initial placement in the position.

Employees shall be recalled to available positions in reverse order of placement on Staff Reduction Leave. The offer of such position by the District will be communicated to employees via phone, e-mail and mail. The employee will accept or reject the offer in writing to the Superintendent or his/her designee within 10 calendar days of the offer. If the employee accepts the assignment, he/she must accept the assignment and be prepared to assume the position within ten (10) calendar days after the date of notice. Failure on the part of the employee to meet either of these requirements may be considered by the district as grounds for termination. The 10-day requirement may be extended by the superintendent.

Any employee re-employed by exercising his/her recall rights shall be placed on the next sequential salary step when he/she resumes teaching.

### Credit

Any former employee re-employed by exercising his/her recall rights shall be given credit for training and experience he/she has obtained through other employment during the interim period.

### Teacher Leader (Return to classroom):

Teachers returning to a classroom position after having held a TL position will be placed by the District in a position for which their teaching license allows.

### Teacher Leader (Reduction):

If staff reductions occur due to a reduction in TL funding or a modification in the District's TL plan, the staff reduction leave language above will apply.

## **Transfer Procedures**

Employee-requested transfers or reassignment from building to building, grade level to grade level (elementary), and department to department (secondary), are made as follows:

### **Voluntary Transfers**

1. Vacancies (including co-curricular positions) shall be posted on the District website.
2. Employees interested in applying for a voluntary transfer will apply utilizing the District procedures outlined on the website.
3. The consideration will be based on qualifications (as outlined in the job description), job performance and certifications.

### **Involuntary Transfers**

If an involuntary transfer is necessary, the Board will take into consideration the needs of the buildings and classrooms affected, experience and training, performance and service to the district.

An employee will be notified in writing of any intended transfer and may request a meeting with the superintendent or his/her designee to discuss the reasons for said transfer.

The employee shall be notified of any intended transfer by June 1, except in cases of emergency.

An employee shall be notified of any change in class assignment by the first day of workshop, whenever possible.

**Addendum (July 1, 2019 – June 30, 2020):**

**(Educational Assistants / Secretaries)**

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GROUP INSURANCE

The School District shall provide:

1. A Level 1 Salary Reduction Plan shall be available for all full-time and part time employees. The plan shall require employees to elect single or family health insurance, including DXL. The District's contribution shall be \$421.00 per month for each full-time employee that takes at least the equivalent to the cost of the lowest insurance plan offered. Any remaining monies after paying the premium will remain in their gross wages. Any premium in excess of that amount shall be paid through salary reduction. (The premium conversion feature of the plan shall permit an employee to convert insurance contributions from after tax payroll deduction to pre-tax salary reduction.) A benefit specification form will be required from each employee. Employees choosing not to participate in the Linn-Mar Health and Major Medical Insurance Group shall sign documents holding the Linn-Mar District harmless in the event of unpaid medical losses. Coverage periods and dates of premium payments necessary for such coverage shall be determined by the insurance carrier. The District will contribute, on a semi-monthly basis, \$50.00 for those full time employees who do not take the District offered health insurance. All new hires after 7/1/13 must be covered by at least the minimum cost insurance plan. Any employee who currently elects health insurance may not opt out.

Part-time employees may elect Health & DXL insurance with the full cost to be paid by the employee through payroll deduction.

2. Full-time and part-time employees shall have the option of participating in the District Dental Insurance Plan at the employee's expense through payroll deduction.



3. Provide \$50,000.00 term life insurance for full-time personnel.
4. Provide each full-time employee with a long-term disability insurance program with terms and conditions for coverage specified by the carrier.
5. In the event an employee does not have accumulated sick leave in an amount sufficient to extend through the one hundred twentieth day of disability, the Board would make disability payments at the rate as defined by the carrier beginning on the thirty-first day of disability, up to and including the one hundred twentieth day, at which time (on the one hundred twenty-first day) the employee would be covered subject to the terms of coverage as defined by the carrier. The district shall not be liable for payment beyond the one hundred twentieth day of a disability. The definition of what constitutes a "disability" shall be that used by the insurance carrier. Those employees having sufficient accumulated sick leave to extend through the one hundred twentieth day, would be subject to coverage as defined by the carrier. However, in no event would the total sick leave pay and disability pay exceed the employee's contracted salary daily rate.

## Job Posting and Bidding

A job opening exists after the employer has exercised the right of transfer, promotion, and/or assignment. All full-time, and part-time jobs will be posted for bids on the District employment website five (5) days prior to the position being filled. The employer maintains the right to prescribe the qualifications necessary for each posted open job and selection will be on the basis of qualifications.

An employee who bids to a posted job and fails to perform the job, or to show potential for qualifying within the training period which shall be 60 working days, shall be disqualified from that job.

An employee who is awarded a posted job in a different classification column shall be placed on the step relative to previous background and experience as determined by the responsible administrator.

## Staff Reduction

If a reduction in scheduled work hours or a reduction in force becomes necessary during the school year, the affected employee(s) will be given two (2) weeks written notice.

Staff reduction, will be based on skills, abilities, competency and seniority by classification, by building within the School District. The District may override seniority to maintain selected programs or to retain specific job skills, abilities and competencies as required by the building administrator.

If an opening occurs in the areas affected by the reduction within twelve (12) months of the date of reduction, those employees on staff reduction will be given first consideration for recall based on the needs of the School District as determined by the Administration.

All openings will be posted online via the Linn-Mar employment website and the Linn-Mar Intranet. Employees who are affected by the reduction should apply to any open position of interest within twelve (12) months of the date of reduction to be given first consideration. Failure to apply or to be appointed to any open position within the twelve (12) month time frame will result in loss of status as an employee.

An employee who rejects consideration for a similar opening (duties/hours/pay) will lose his/her status as an employee.

## Evaluations

Employees shall be evaluated as follows: New employees (new to a position) shall be evaluated after 60 days; then after the first year, and annually thereafter.

**Addendum (July 1, 2019 – June 30, 2020):**

**(Part Time Nutrition Services)**

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**Job Posting and Bidding**

All open jobs will be available for bids for a period of at least three (3) working days. During the week before school starts and the first week school is in session, the District shall only be required to post a notice one (1) working day. The posting will include the job location(s), assignment and hours. Qualifications and rate of pay are available through the Nutrition Services Manager or designee. The District maintains the sole right to prescribe the qualifications necessary for each posted open job and selection will be based on skills, abilities and competency first and then seniority. This does not preclude the District from advertising, accepting applications, interviewing, and hiring individuals from outside the bargaining unit.

An employee who bids to a posted job and fails to perform that job or to show potential for qualifying within the training period which shall be sixty (60) working days, shall be disqualified from that job. A disqualified employee shall be placed on any open job, most recently held by that employee, provided that employee is qualified to perform the job. If no such job exists, the disqualified employee shall be placed on any open job where the District believes that employee can qualify. If no such job exists, the disqualified employee will be terminated.

## **Reduction in Force**

The District shall determine when it is necessary to reduce the number of employees. In the event of a reduction, the affected employee(s) will be notified at least fourteen (14) days prior to the effective date of such reduction.

Reduction in the number of employees shall be based upon the needs of the school system as determined by the Administration and the skill, ability, competence, and seniority of the employee(s) affected.

If an opening occurs in the areas by the reduction within twelve (12) months of the date of reduction, those employees on staff reduction will be given first consideration for recall based on the needs of the school system as determined by the Administration.

An employee, who fails to return to work, if recalled, within five (5) working days after being notified by certified mail to the employee's last known address, shall lose his/her status as an employee.

## **Evaluations**

Employees covered under this agreement shall be evaluated as follows:

New employees (new to a position) shall be evaluated after 60 days; then after the first year and annually thereafter.

### **Probation**

A new employee shall serve a probationary period of sixty (60) working days completion of the probationary period, he/she shall be put on seniority list and his/her seniority shall be determined from his/her last date of hire. Probationary employees may be terminated for any reason without recourse to any procedures in the Agreement.

**Addendum (July 2019 - June 2020):**

**(Custodians / Maintenance / Grounds / Full-time Nutrition Services)**

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## **Group Insurance**

1. All employees are required to have a physical examination and tuberculin screen for initial employment and at the District's designated provider. The cost of the examination/screen is paid by the District.
2. The District will contribute **\$516.00** per month for each eligible full-time employee who takes at least the equivalent to the cost of the lowest insurance plan offered. Any remaining monies after paying the premium will remain in their gross wages. Any premium in excess of that amount shall be paid through salary reduction. (The premium conversion feature of the plan shall permit an employee to convert insurance contributions from after tax payroll deduction to pre-tax salary reduction.) A benefit specification form will be required from each employee. Employees choosing Insurance Group shall sign documents holding the Linn-Mar District harmless in the event of unpaid medical losses. Coverage periods and dates of premium payments necessary for such coverage shall be determined by the insurance carrier.
3. Provide \$50,000 term life insurance for full-time personnel.
4. Provide each full-time employee with a long-term disability insurance program with terms and conditions for coverage specified by the carrier.
5. In the event an employee does not have accumulated sick leave in an amount sufficient to extend through the one hundred twentieth day of disability, the Board would make disability payments at the rate as defined by the carrier beginning on the thirty-first day of disability, up to and including the one hundred twentieth day, at which time (on the one hundred twenty-first day) the employee would be covered subject to the terms of coverage as defined by the carrier.

The District shall not be liable for payment beyond the one hundred twentieth day of a disability. The definition of what constitutes a "disability" shall be that used by the insurance carrier. Those employees having sufficient accumulated sick leave to extend through the one hundred twentieth day, would be subject to coverage as defined by the carrier. However, in no event would the total sick leave pay and disability pay exceed the employee's contracted salary daily rate.

6. The District shall offer a full single dental insurance plan to all full time employees.

## **Reduction In Force**

The District may determine that it is necessary to reduce the number of employees. In the event of a reduction, the affected employee(s) will be notified at least fourteen (14) days prior to the effective date of such reduction.

Reduction in the number of employees will be determined by Administration based on performance, District need and qualifications. If an opening occurs in the classification affected by the reduction within six (6) months of the date of the reduction, those employees will be given consideration for recall based on the order in which employees were laid off, with those laid off first getting the first opportunity to fill the opening if qualified and able to perform the duties of the position.

An employee, who fails to return to work, if recalled, within five (5) working days after being notified by the District will lose his/her status as an employee.

## **Probation**

A new employee shall serve a probationary period of (60) sixty working days upon completion of the probationary period, he/she shall be put on seniority list and his/her seniority shall be determined from his/her last date of hire. Probationary employees may be terminated for any reason without recourse to any procedures in this Agreement.

## **Evaluation**

Each employee shall receive a written evaluation at the end of the probationary period (60 working days) and annually thereafter. The evaluation shall be completed by the employee's immediate supervisor or designee and reviewed by the Director.

An employee's evaluation shall be discussed with the employee and the employee shall have the right to make written comments thereon. The signing of the evaluation report does not signify agreement with the report, but only that the employee has seen the report and it has been discussed with the employee.

A copy of the evaluation shall be given to the employee.

## **Job Posting and Bidding**

All full-time open jobs will be available for bids throughout District facilities for a period of three (3) working days. Employees on summer break who wish to receive notice of job openings or vacancies must submit notice of this interest in writing to their direct supervisor. The notice of an opening will include the job title, shift assignment, and hours. Qualifications and rate of pay are available through Human Resources. The employer maintains the sole right to prescribe the qualifications necessary for each posted open job and selection will be on the basis of performance, skills, abilities and competency first and then seniority when applicants are determined by the District to be qualified for the position. If there are multiple bids for a position, the hiring supervisor must interview at minimum the three (3) most senior qualified bidders for the position. If an employee has been the subject of formal disciplinary action within the previous six (6) months of a posted bid, they are ineligible to bid on that posting. Every effort will be made that all posted vacancies will be filled within thirty (30) days of posting if there is a qualified bidder.

An employee who bids to a posted job and fails to perform that job or to show potential for qualifying within the training period which shall be sixty (60) working days, shall be disqualified from that job. A disqualified employee shall be placed on any open job, most recently held by that employee, provided that employee is qualified to perform the job. If no such job exists, the disqualified employee shall be placed on any open job where the District believes that employee can qualify. If no such job exists, the disqualified employee will be terminated.

An employee who qualified for and is awarded a posted job with a higher rate of pay shall be moved across the pay schedule to a rate of pay which is equal to, or greater than, the rate of pay from which they are leaving.

An employee who qualified for and is awarded a posted job with a lower rate of pay shall be moved to a pay which corresponds with that employee's year of service in the certified bargaining unit.

A new employee may not bid on a posted job until they have completed 12 months of service in their initial assignment. A full-time employee who qualified for and is awarded a posted job shall not bid more than two (2) times in a 12 month period. The 12 month period begins on the date that the employee is assigned to the first (of two) posted positions. An employee who is on second shift may bid to a 1<sup>st</sup> shift position even if the employee has already utilized two second shift bids within the same 12 month period as defined above. For purposes of this Article, positions with a starting time from 6 AM to 12 PM shall be considered first shift positions. Positions with a starting time on or after 12 PM shall be considered second shift positions.



## **Seniority**

Seniority means a regular full-time employee's length of service in the union since his/her last date of hire. An employee shall keep existing, and continue to accumulate seniority if they bid into a different job classification represented by the Union.

A copy of the seniority list will be available in Human Resources.

## **Breaks In Service**

An employee's seniority record shall be broken by voluntary resignation, discharge, reduction in force and retirement. Should an employee laid off return to work within one year, the seniority will pick up from the date of his/her return. Seniority rights will be forfeited if the continuous period of layoff exceeds one year.

Should an employee leave any job classification represented by the Union to take another position in the District, the employee's seniority in the union will be frozen.