

Proposal for 2026-2027 Contract

Duration: This agreement shall be effective from July 1, 2026 and shall remain in full force and effect until June 30, 2031. During the term of this agreement, either party is free to annually open negotiation on any permitted subject of bargaining

>> Change all dates of the contract to reflect one year of advancement in the contract.

>>We would ask that each lane change amount be kept the same:

Lane Change Amounts	
Lane Change	Amount
BA to BA10	\$1,100
BA10 to BA20	\$1,200
BA20 to BA30	\$1,300
BA30 to MA	\$1,400
MA to MA10	\$1,600

>> We would ask that the current Okoboji Salary Key be increased with a Base SSA of 2.70% and an increment of .05%.

We estimate the salary increase to be \$194,544, with the base of \$42,000.

BA-0 Base	42,000.00					
	BA	BA+10	BA+20	BA+30	MA	MA10
Increment	0.000%	0.050%	0.100%	0.150%	0.200%	0.250%
% Increase	2.700%	2.750%	2.800%	2.850%	2.900%	2.950%


John Koystad
4-28-26


Sara Allen
4-28-26

Okoboji Community School District
Certified Employee Handbook



Pioneering Pathways for Every Student

2025-2026

**This Handbook has been approved by the Board of Directors
who maintains control of its contents.**

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I. SUPPLEMENTAL PAY

- A. Employee participation in extracurricular activities which extend beyond the regularly scheduled day as listed on Schedule B shall be compensated according to the rate of pay set forth in that schedule. This schedule shall apply to duties performed from **August 1, 2025 through July 31, 2026**.

All staff will be expected to assist in a designated number of extracurricular events and in return be given a complimentary District Activity Pass.

II. HOURS OF WORK

- A. Full time employees covered under this contract shall work a normal work day of eight (8) hours per day from 7:45 A.M. until 3:45 P.M.

If a teacher needs to perform certain activities which make it impossible to be at school by the starting time or necessitates leaving before the finishing time, the Superintendent or the building Principal shall have the discretion to make such adjustments.

On Fridays and days preceding holidays and vacation periods, the work day shall end no later than fifteen (15) minutes after the students have left.

- B. There shall be a paid duty-free lunch period of no less than twenty-five (25) minutes during the work day.
- C. Secondary teachers will receive preparation time, at least equal to one (1) regular class period per day. Elementary teachers will receive the equivalent of at least one hundred and fifty (150) minutes per week. This preparation time will be in addition to duty free lunch and for elementary teachers, it will be in addition to recess time (once a day).
- D. Employees will receive five (5) paid holidays. These shall be: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day and Memorial Day.
- E. In the event school is dismissed because of weather conditions, the teachers will be permitted to leave no later than fifteen (15) minutes after the students have left. In the event classes are to start late because of the weather conditions, teachers will report to school thirty (30) minutes before the time established to start classes.
- F. In addition, it shall be understood and agreed that the employees shall attend meetings called by the building administrators for the conduct of building affairs, for curriculum work and for other reasons which are necessary and essential for carrying out the purposes of the District. Meetings may be called before or after school, at the discretion of the building administrators, but the number of planned/scheduled meetings beyond the

7:45a to 3:45p contracted work day shall not exceed two (2) per week unless special/extenuating circumstances arise.

- G. For part-time employees, their working hours will be set by the Superintendent or his/her designee and those employees who are contracted to work on an extended basis shall work hours agreed to by the employee and the Board.
- H. Extended hours beyond those set out in Article II (A), are required for employees involved in those activities referred to in Schedule B and shall be paid according to Schedule B.

III. LEAVES OF ABSENCE

A. Sick Leave:

1. Employees are granted leave of absence for temporary illness or disability with full pay in accordance with the following schedule:

1st year of employment.	10 days
2nd year of employment.	11 days
3rd year of employment.	12 days
4th year of employment.	13 days
5th year of employment.	14 days
6th year of employment.	15 days

2. The amounts listed in Article III (A)(1) shall apply only to consecutive years of employment in the Okoboji Community School District or its predecessor District and unused portions shall be cumulative to a maximum of 120 days.

3. **Maternity Leave:**

The employee shall notify the Superintendent as soon as the employee foresees the necessity for maternity leave. If differences of opinion exist regarding the teacher's ability to continue performing duties, such shall be resolved by a written statement from the attending physician. The teacher shall return to previously assigned full-time duties upon submission of a statement from the attending physician certifying physical and mental fitness to resume such duties. Upon returning to employment, the employee shall assume all previous rights and privileges. An employee shall be entitled to all raises and increments if the employee teaches at least one-half (90 days) of the school year. The 90-day period need not be continuous. Sick leave shall not extend beyond such time that the physician deems the employee physically and mentally fit to return to the assigned duties of employment. The maternity leave described in this paragraph is a form of sick leave for temporary disability granted under Article III(A)(1) and (2) above and is not in addition to sick leave.

B. Sick Leave Bank

Purpose:

- The Sick Bank is established to support school employees who experience extended illnesses or medical emergencies that exhaust their sick leave. It aims to foster a collaborative environment where employees can voluntarily contribute their unused sick days to help colleagues in need, ensuring that no employee faces financial hardship during challenging health situations. Additionally, the Sick Bank encourages a culture of mutual support and community within the district.

Procedures:

- Eligibility for Participation
 - All full-time school employees are eligible to participate in the Sick Bank. Employees must have completed at least one full year of service within the district to contribute their unused sick days.
- Voluntary Contributions
 - Employees may voluntarily contribute unused sick days to the Sick Bank at the end of each school year. Once signed up, sick day donations will continue each year unless an employee fills out a form to discontinue.
 - Contributions must be made in whole days and cannot exceed a maximum of 15 days per employee per year. If the sick bank exhausts the days available, employees may donate additional days during the school year, up to 5 per employee.
 - Employees wishing to contribute must complete a Sick Bank Contribution Form and submit it to the Superintendent by June 30th of the concluding school year.
 - A retiring employee may voluntarily designate unused sick leave days to be donated to the sick leave bank. These leave days become the property of the sick leave bank and may be used by eligible employees.
- Accessing the Sick Bank
 - Employees who have exhausted their sick leave due to a severe illness or medical condition may request access to the Sick Bank.
 - To request days from the Sick Bank, the employee must complete a Sick Bank Request Form (Form C) documenting the nature of his/her illness and the expected duration of absence.
 - The Sick Bank Committee, which consists of representatives from the Okoboji administration and the OEA, will review requests.
- Approval Process

- The Sick Bank Committee will evaluate requests based on the employee's medical documentation and the Sick Bank's current balance.
- Approved requests will grant the employee a specified number of Sick Bank days, which will be deducted from the Sick Bank balance.
- The maximum number of days an employee can receive from the Sick Bank is 20 per year. In rare circumstances, an employee may petition the superintendent for additional days. The superintendent will decide whether to grant additional days and may contact the Sick Bank Committee for input.
- Confidentiality
 - All medical information and requests will be handled with strict confidentiality in compliance with applicable laws and district policies.
- Reporting and Monitoring
 - The Business Manager will maintain records of contributions and withdrawals from the Sick Bank.
 - An annual report summarizing Sick Bank activity will be provided to the school board and employees to ensure transparency.
 - The days contributed to the sick bank shall become the bank's property and are non-returnable to the employee. Days contributed to the school district's sick leave bank will not impact the schedule for unused sick days and/or personal days. Days will be carried over from year to year.
- Termination of Participation
 - Employees who leave the district or retire may choose to donate their remaining unused sick days to the Sick Bank. At departure, this voluntary donation should be indicated on the Sick Bank Contribution Form.
- Review and Amendments
 - The Sick Bank procedure will be open to review and may be modified as agreed upon by the Sick Bank Committee.

Conclusion

- The Sick Bank is a vital resource for school employees, promoting a spirit of cooperation and support within the district. Employees can help their colleagues in need by contributing their unused sick days, reinforcing a strong and caring community among staff members.

B. Bereavement Leave:

1. Up to five (5) days per occurrence on full pay shall, upon request of the employee, be granted in the event of a death in a school employee's immediate family: (e.g., mother, father, brother, sister, spouse, child, grandchild or grandparent).
2. Up to two (2) days per occurrence on full pay shall, upon request of the employee, be granted in the event of a death of an employee's mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law or brother-in-law.
3. A maximum of one (1) day of leave on full pay shall, upon request of the employee, be granted to attend the funeral of a close friend or other relative not listed above. Employees are to fulfill these obligations by one-half (1/2) day of absence, if possible.
4. Bereavement leave shall be granted by the Superintendent or his designee and shall be used for attendance at the funeral and any other purposes directly arising from said death. The number of bereavement days requested shall be granted without loss of pay not to exceed the maximum days specified in Article III(B)(1), (2), and (3). Unused bereavement leave shall not be accumulative.
5. In the event of the death of a student or employee of the school district, the building principal may grant to an appropriate number of employees sufficient time, without loss of pay, to attend the funeral.

C. Emergency Illness or Injury to Immediate Family:

1. A maximum of seven (7) days leave per year with pay shall be granted when an emergency illness or injury in the immediate family, as defined in paragraph B.1 of this article necessitates the employee's absence. Days used for this purpose will be deducted from the employee's sick leave. More days may be granted for emergency illness or injury at the discretion of the administration.

D. Personal Leave:

1. Each employee may request four (4) leave days per year. The request shall be made to the Superintendent or designee at least five (5) days in advance of the day requested for leave except in the case of an emergency.
2. The decision on granting the leave or request shall be with the Superintendent or designee.
3. The four (4) days may be used for any purpose desired by the teacher, subject to the following conditions: (a) the day shall not be taken during the first or last

week of school or the days immediately prior to or subsequent to a holiday or vacation period; and (b) the Superintendent or designee may limit the number of teachers leaving on the same day to the number of available substitutes.

E. Jury Duty:

Employees in the Okoboji Community School District shall continue to receive their regular compensation when called for jury duty, provided that they shall remit or turn over to the Okoboji Community School District that compensation, except for mileage reimbursement, which they receive from jury duty.

F. Professional Leave:

Attendance at educational and professional meetings is permitted with full pay if such absence is approved by the immediate Supervisor and Superintendent. The request for this leave shall be submitted at least five (5) school days prior to the day requested for the leave. In the event an employee covered by this Agreement wishes to make application for professional leave which is for more than one day absence, the request shall be submitted at least ten (10) school days in advance of the days requested for leave.

G. Parental Leave:

Upon application, an employee may be granted parental leave for duration not to exceed 12 (twelve) weeks or until the end of the school year, whichever is less. Apart from the use of paid sick leave as specified in Article III(A)(3) above, parental leave shall be unpaid. Parental leave shall be available for care of an employee's child in the case of birth, adoption, or a serious illness. Only one of two married employees can utilize parental leave at one time. Additionally, married employees shall only have a combined total of 12 (twelve) weeks of parental leave in the case of the birth or adoption of a child. However, married employees shall each receive the 12 (twelve) weeks of parental leave to care for a child with a serious health condition. An employee requesting parental leave shall request such leave as soon as the need for such a request is foreseeable, but not less than one month prior to the event, unless the need for such leave cannot be foreseen. An employee granted parental leave will resume his/her employment at the end of the leave, subject to transfer, reassignment, layoff or termination consistent with provisions in the employee handbook and law. An employee may continue participation in the District health insurance program during the leave with District payment continuing (See Article IX), if consistent with the insurance plan/contract. This paragraph shall be interpreted consistent with applicable state and federal law. To the extent any provision in this paragraph conflicts with state and/or federal law, the rights and limitations of the state and/or federal law shall govern.

H. Unpaid Leave:

The Superintendent may authorize unpaid leave for purposes the Superintendent considers urgent and necessary. For such absences, deductions from the employee's salary will be made in accordance with the District's pay deduction requirements and regulations.

The employee shall make an application for authorization at least ten (10) days in advance of the occurrence or, if advance application is not possible, not later than ten (10) days after the occurrence. Length of service, previous record of absence other than that for personal illness, and the purpose of the absence shall be factors in the decision as to authorization.

Involuntary absence not heretofore provided for may be excused by the Superintendent. The employee shall make an application to the Superintendent immediately for excuse for such absence, and deductions in salary shall be made unless such deduction in salary is specifically waived by the Superintendent.

The Family Medical Leave Act shall be applicable as provided by law.

IV. IN-SERVICE TRAINING

- A. Employees shall cooperate with in-service training programs of the District designed to improve instruction, to improve reporting, to improve public relations, to develop improved courses of study or such other matters as are in the interest of the District.
- B. Employees shall assist in developing educational plans and programs, and/or suggesting improvements in the operation of the school.
- C. Committees may be appointed by the District to work toward better coordination between educational levels, to plan instructional or other programs designed to improve the District and to make recommendations for textbook replacements.

V. TRANSFER PROCEDURES

- A. Definitions
 - 1. The unwilling movement of an employee to a different grade level, subject area, or building is an involuntary transfer.
 - 2. The willing movement of an employee to a different grade level, subject area, or building is a voluntary transfer.
- B. Employees shall be notified of certified staff vacancies when they occur via email to all certified staff members through the school email program.
- C. Employees who desire a voluntary transfer into a posted vacancy shall submit a letter of

interest to the Superintendent.

- D.. Notice of an involuntary transfer or reassignment shall be given in writing to employees as soon as practical and in no case later than June 1, except in case of emergency.

VI. PROCEDURES FOR STAFF REDUCTION

When in the judgment of the Board of Education one or more employees are to be laid off for reasons involving, but not limited to, a change in size or nature of the student population, a reduction in program, merger or reorganization, or sharing programs, and/or budgetary limitations, the procedures shall be as follows:

- A. The Board shall attempt to accomplish staff reduction by attrition.
- B. In the event necessary reduction in staff cannot be accomplished by attrition, any teacher holding a temporary or emergency certificate will be terminated first unless needed to maintain a program.
- C. If staff reduction still has not been accomplished, the Board, in its opinion, shall base its decision as to the resulting contract renewal(s) on the relative skill, ability, and qualifications of those teachers.

VII. EMPLOYEE EVALUATION PROCEDURES

- A. Rationale:

The professional growth of teachers is a high priority of the Okoboji Community School District. The staff development plan will reflect current “best research and practices” in curriculum and instruction to ensure that teachers continuously improve. Since the achievement of students is an important measure of success of a school, such a philosophy regarding professional growth will maintain the focus on learning for both teachers and students.

- B. Notification – Assigned Employees:

By September 15th, the evaluator will meet with each employee that is on the formal evaluation cycle for that year to explain and discuss the evaluation procedures, Iowa Teaching Standards, and instruments to be used in the formal evaluation process.

Teachers who serve more than one building may be evaluated by each principal/supervisor in whose building they work but will be assigned a home building whose principal will have primary responsibility for evaluation procedures.

- C. Procedures:

A formal evaluation will be conducted for the following teachers:

- a. New employees to the profession – Tier I evaluation as prescribed by state law.
- b. Teachers on probationary status or new to the District – Tier II.
- c. Teachers on their designated year of a three (3) year cycle – Tier II.

On or before October 1, the teacher will submit the final draft of required documents outlining their growth plan for the year to the principal/supervisor.

Between October 1 and April 1, observations will be taken and recorded. Notes from each observation will be shared with the employee being evaluated. Informal discussions may take place throughout the course of the observation period as requested by the employee or evaluator.

On or before February 1, the teacher will submit required documents to the principal/supervisor and a conference will be held with the principal/supervisor to discuss progress.

On or before April 30, the teacher will submit required documents to the principal/supervisor and a post-observation conference will be held with each employee being evaluated. Following the conference, a Summative Evaluation Form will be completed and shared with the employee. Both the evaluator and the employee will sign the final written evaluation. A copy of the final written evaluation shall be sent to the Superintendent and kept in the teacher's personnel folder. The employee's signature does not necessarily indicate agreement with the report, only that it has been reviewed by him/her.

The evaluation will target teacher characteristics and skills as defined by the Iowa Teaching Standard.

D. Intensive Assistance:

The building principal or designee reserves the right to recommend that the District assign teachers to the Intensive Assistance Plan - Tier III. However, pursuant to Iowa Code section 284.8, a teacher who has previously participated in an intensive assistance program relating to particular Iowa teaching standards or criteria shall not be entitled to participate in another intensive assistance program relating to the same standards or criteria.

The purpose of the Intensive Assistance is to provide a structured process for a teacher who needs additional assistance and support to meet the District's expectations, as identified in the Iowa teaching standards and criteria.

Following a teacher's participation in an intensive assistance program, the teacher shall be reevaluated to determine whether he or she successfully completed the intensive assistance program and is meeting District expectations under the applicable Iowa teaching standards or criteria. If the teacher did not successfully complete the intensive assistance program or continues not to meet the applicable Iowa teaching standards or criteria, the Board may do any of the following:

- Terminate the teacher's contract immediately pursuant to Iowa Code section 279.27;
- Terminate the teacher's contract at the end of the school year pursuant to either Iowa Code section 279.15 or section 279.19;
- Continue the teacher's contract for a period not to exceed one year (contract shall not be renewed and shall not be subject to Iowa Code section 279.15 or section 279.19).

Nothing in this section precludes the District from initiating termination procedures at any time under Chapter 279 of Iowa Code for just cause.

E. Annual Review:

The Individual Career Development Plan (Teacher Learning Plan) will be used with all teachers in the District including new teachers and those on probationary status. This evaluation process is based upon the belief that teachers have the ability to analyze their professional characteristics and skills and develop ways in which to improve upon them.

All teachers will develop an individual plan in conjunction with the building principal or designee. This plan will relate to the goals of the District and/or building, thus enhancing the educational mission. Individual Career Development Plans will be written for one year. The process for this model will include:

- By October 1, a written plan will be submitted to the building principal or designee detailing the goals activities timeline, and methods of assessing the results. This plan will be developed in consultation with the principal and/or designee and align with District and/or building level goal.
- By February 1, the building principal and/or designee will receive a progress report from the teacher which will provide evidence that efforts are being made to reach the goals of the plan and explain any modifications underway.
- By April 30 a final report will be submitted detailing the results of the growth plan. Both the principal and/or designee and the teacher will sign this final report to indicate that it has been discussed.
- Self-assessment will be a key element of the evaluation of the plans.

There may be occasions where teachers decide to work collaboratively on Individual Career Development Plans. This is acceptable provided it receives approval of the principal or designee and each teacher submits an Individual Career Development Plan outlining his/her role in the plan.

F. Responses:

If the employee feels his/her written evaluation is incomplete, inaccurate, or unjust, he/she may

put his/her objections in writing and have them attached to the evaluation report to be placed in the evaluation file at the Superintendent's Office. The file copy of such objections shall be signed by both parties to indicate awareness of the content.

G. Evaluation File:

1. File Review:
 - a. Each employee shall have the right at any time to review the contents of his/her file. A representative of the Association, at the employee's request, may accompany the employee in this review.
 - b. The Board or its administrative representative, including building principals, shall not establish any separate file which is not available for the employee's review.
2. Due Process:
 - a. The employee shall have the right to respond to all materials contained in said file and to any materials to be placed in said file in the future. Such employee responses become part of said file.
 - b. Any complaints directed toward an employee which are placed in his/her file are to be called to the teacher's attention in writing.
 - c. Each employee shall have only one evaluation file. This file will contain all documents and information that deals with said teacher's evaluations. Only information from this file can be used in the evaluation of the employee.
 - d. The employee shall have the right to reproduce any of the contents in his/her file at District expense.
 - e. Any adverse criticism of a staff member by the evaluator shall be made and kept in the strictest of confidence.
 - f. No evaluation shall be arbitrary, capricious, or without basis in fact.

VIII. PERSONNEL FILE

The employee shall have the right to reproduce any of the contents in his/her file at District expense.

IX. BOARD POLICIES

- | | |
|--|-------------------------------------|
| ● Employee Travel Compensation | Policy No. 401.07 |
| ● Employee Use of Cell Phones | Policy No. 401.12 |
| | Policy No. 401.12-R |
| ● Employee Outside Employment | Policy No. 402.06 |
| ● Employee Conduct and Appearance | Policy No. 404 |
| ● Code of Professional Conduct and Ethics Regulation | Policy No. 404.R1 |
| ● Code of Rights and Responsibilities Regulation | Policy No. 404.R2 |

- Online Fundraising Campaigns - Crowdfunding
- Transporting Students in Private Vehicles
- Gifts to Employees
- Expenditures for a Public Purpose
- Use of Public Funds Regulation

[Policy No. 704.06](#)
[Policy No. 904.1](#)
[Policy No. 402.4](#)
[Policy No. 705.4](#)
[Policy No. 705.4-R\(1\)](#)

X. INSURANCE

- A. The District will pay a total of \$679.00 toward the single premium cost of a Health and Major Medical insurance program, and single coverage of Dental Insurance.
- B. Any additional premium costs for family coverage will be deducted from the employee's pay on a monthly basis. When both husband and wife are eligible for the insurance benefits, each may apply their allowance toward family coverage.
- C. Each employee shall be covered by a term life insurance program, paid for by the Board, which provides a minimum death benefit of \$12,000.
- D. Each employee shall be covered by a long-term disability insurance program paid for by the Board.
- E. Coverage:
 The Board-provided insurance programs shall be for twelve (12) consecutive months **(beginning July 1, 2025 and ending June 30, 2026)**. Employees new to the District shall be covered by Board-provided insurance no later than one (1) month after initial employment. When necessary, payment of premiums on behalf of the employee shall be made retroactively or prospectively to assure uninterrupted participation and coverage.
- F. Descriptions:
 The Board shall provide each employee a description of the insurance coverage provided herein within ten (10) days of the beginning of the school year or date of employment, which shall include a clear description of conditions and limits of coverage as provided above. The Board will be responsible for providing insurance information in the form of applications and enrollment meetings.
- G. Continuation:
 If an employee who is absent because of illness or injury, exhausts his or her accrued, the above mentioned benefits shall continue throughout the balance of the school year, subject to the following:
 - Employees on paid leave shall continue to have Board contributions made according to the level described above; or.
 - Employees on non-paid leave for one (1) month or longer shall have the option to continue any or all of the Board-paid programs by paying the premiums themselves to the Board within thirty (30) days of the billing date. Employees must work at least 5 days per month for Board contributions to continue.

XI. HANDBOOK COMPLAINTS

- A. A grievance shall mean a complaint that there has been alleged violation, misinterpretation, or misapplication of any of the provisions of this contract.
- B. Every employee, group of employees or the Association covered by this agreement shall have the right to present grievances in accordance with these procedures.
- C. Association grievances, group grievances and grievances involving more than one supervisor or an administrator above the building level may be filed at Step 3.
- D. A grievant may be represented at all steps by her/himself or a representative of his/her choosing.
- E. The failure of an employee(s) or the Association to act on any grievance within the presented time limits will act as a bar to any further appeal and an Administrator's failure to give a decision within the time limits shall permit the grievant(s) or the Association to proceed to the next step. The time limits, however, may be extended by mutual agreement.
- F. Any investigation or other handling or processing of any grievance by the grieving employee(s) or the Association shall be conducted so as to result in no interference with or disruption of the school instructional program.
- G. Procedure:

Step 1: An attempt shall be made to resolve any grievance in an informal, verbal discussion between the grievant and his or her immediate Supervisor.

Step 2: If the grievance is not resolved informally, the aggrieved employee(s) or the Association may file the grievance in writing. The grievance shall be filed in writing within twenty (20) school days from the occurrence of the event giving rise to the grievance or from the date that the grievant would have reasonably known of it.

The grievant(s) or the Association shall meet with the Supervisor, at a mutually agreeable time, following the filing of the written grievance and discuss the matter. The written grievance shall state the nature of the grievance, the clause or clauses violated and the remedy requested.

The Supervisor shall make a decision on the grievance and communicate it, in writing, to the employee(s) and the Association within ten (10) school days of the date of the Step 2 meeting. The written decision shall include the reasons for the decision.

Step 3: If the grievant(s) or the Association is not satisfied with the disposition of the grievance at Step 2, they may file, within ten (10) school days of the receipt of the written decision, the grievance with the Superintendent.

The grievant(s) or the Association shall meet with the Superintendent or his/her designee, at a mutually agreeable time following the filing of the grievance at Step 3, to discuss the matter.

The Superintendent or his/her designee shall make a decision on the grievance and communicate it in writing to the employee(s) and the Association within ten (10) school days of the date of the Step 3 meeting. The written decision shall include the reasons for the decision and the decision shall be final.

H. Year-End Grievance:

In the event a grievance is filed at such a time that it cannot be processed through all the steps in this Grievance Procedure by the end of the school year, and, if left unresolved until the beginning of the following school year, would result in irreparable harm to the aggrieved party, the time limits set forth herein shall be reduced so that the Grievance Procedure may be exhausted prior to the end of the school year or within a maximum of twenty (20) calendar days thereafter.

I. 1. All days shall be normal work days.

2. All time lines may be changed or reduced by mutual agreement.

J. Forms which may be used for the filing of grievances are included as A & B. These forms are not mandatory and the written grievances need only to conform to the criteria listed in Step 2.

FORM A

To: _____
Building Administrator

Date: _____

NOTE: Filing of the Level 2 complaint shall be with the building principal. If more space is needed, please use the back of this sheet and indicate which question the statement applies to.

1. Date on which grievance is alleged to have occurred:

2. Article, section and/or subsection of the master contract alleged to have been violated, misinterpreted, or misapplied.

3. Give all facts giving rise to this alleged grievance:

4. Give nature of the alleged grievance:

5. Employee statement of relief of grievance sought:

Signature of Grievant

Signature of Building Administrator

FORM B

To: _____
Superintendent

Date: _____

Grievant's statement regarding why, in his opinion, and in what way that the alleged grievance was not afforded relief by the building administrator.

Additional relief sought by grievant not afforded at previous level.

Signature of Grievant

Signature of Superintendent

FORM C

Okoboji School District
Sick Leave Bank Enrollment Form

I, _____, want to contribute #____ sick days at the end of each school year or upon retirement/termination of employment to the Okoboji Community School District's sick leave bank for employees. I have read the information and guidelines for using this sick leave and realize that eligibility is automatically continued every year once enrolled until the employee cancels it. The employee shall sign the cancellation in writing and submit it to the district office before September 1 of each contract year.

Date

Employee Signature

ARTICLE XII. EXTRA DUTY PAY SCHEDULES

SCHEDULE B		2025-26																
5	32,331.00	\$ 31																
	INDEX	\$ 34		1%	2%	3%	4%	5%	5.5%	6%	7%	8%	9%	10%	11%	12%	15%	25%
0				323.31	646.62	969.93	1,293.24	1,616.55	1,778.21	1,939.86	2,263.17	2,586.48	2,909.79	3,233.10	3,556.41	3,879.72	\$ 4,849.65	\$ 8,082.75
1				323.31	646.62	969.93	1,293.24	1,616.55	1,778.21	1,939.86	2,263.17	2,586.48	2,909.79	3,233.10	3,556.41	3,879.72	\$ 4,849.65	\$ 8,082.75
2				323.31	646.62	969.93	1,343.24	1,666.55	1,828.21	2,039.86	2,363.17	2,736.48	3,059.79	3,383.10	3,706.41	4,029.72	\$ 5,049.65	\$ 8,282.75
3				323.31	646.62	969.93	1,343.24	1,666.55	1,828.21	2,039.86	2,363.17	2,736.48	3,059.79	3,383.10	3,706.41	4,029.72	\$ 5,049.65	\$ 8,282.75
4				323.31	646.62	969.93	1,343.24	1,666.55	1,828.21	2,039.86	2,363.17	2,736.48	3,059.79	3,383.10	3,706.41	4,029.72	\$ 5,049.65	\$ 8,282.75
5				323.31	646.62	969.93	1,393.24	1,716.55	1,878.21	2,139.86	2,463.17	2,886.48	3,209.79	3,533.10	3,856.41	4,179.72	\$ 5,249.65	\$ 8,482.75
6				323.31	646.62	969.93	1,393.24	1,716.55	1,878.21	2,139.86	2,463.17	2,886.48	3,209.79	3,533.10	3,856.41	4,179.72	\$ 5,249.65	\$ 8,482.75
7				323.31	646.62	969.93	1,393.24	1,716.55	1,878.21	2,139.86	2,463.17	2,886.48	3,209.79	3,533.10	3,856.41	4,179.72	\$ 5,249.65	\$ 8,482.75
8				323.31	646.62	969.93	1,393.24	1,716.55	1,878.21	2,139.86	2,463.17	2,886.48	3,209.79	3,533.10	3,856.41	4,179.72	\$ 5,249.65	\$ 8,482.75
9				323.31	646.62	969.93	1,393.24	1,716.55	1,878.21	2,139.86	2,463.17	2,886.48	3,209.79	3,533.10	3,856.41	4,179.72	\$ 5,249.65	\$ 8,482.75
10				323.31	646.62	969.93	1,443.24	1,766.55	1,928.21	2,239.86	2,563.17	3,036.48	3,359.79	3,683.10	4,006.41	4,329.72	\$ 5,449.65	\$ 8,682.75

Administration is proposing the following for non-certified staff and administrative contracts:

- The same base percentage salary/wage increase as negotiated with the OEA (projected at 2.7%) for all non-certified staff and administrative staff (unless otherwise noted below).
- Sara Deitering (current non-administrative SpEd Coordinator - 9 month contract with some extra days) moved to an administrative contract (11 month contract and title Director of Student Services):
 - Current total pay (with TLC stipend): \$93,339
 - Proposed total pay with contract adjustment: \$100,000
- Missy Baschke
 - Add Human Resources duties to contract and title
 - Current contract (only accounts payable): \$46,616
 - Proposed additional pay with addition of duties: \$57,616
- Kelly Keuhler
 - Move from an hourly wage to a salary (other than the 2.7%, no additional raise proposed)



Board President

4-28-26
Date



Board Secretary

4-28-26
Date

OKOBOJI COMMUNITY SCHOOL



OKOBOJI

DISTRICT SUPPORT STAFF PERSONNEL POLICIES

REVISED: JUNE 2025

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ACCESS TO SCHOOL FACILITIES

School district facilities will be open between the hours of 8 a.m. and 4 p.m. on regular school days. School district personnel, who wish access to the school building to which they have been assigned outside these hours, may do so with the key card issued to them. This privilege of accessing the school facilities shall be exercised with caution by the school district personnel.

School district personnel shall be issued a key/key card to the building to which they are assigned and to their individual work areas only, unless their position requires additional keys be issued. Employees shall be responsible for the keys/key card assigned to them. If lost keys require the locks to the school facility be changed the employee losing the keys may be responsible for payment of the cost to change the locks.

ACTIVITY PASSES FOR EMPLOYEES

Employee passes to school-sponsored activities will be available to school district personnel who qualify for such passes by volunteering their time and assistance at school-sponsored activities.

It shall be the responsibility of the superintendent to develop the requirements to qualify for employee passes.

ASSIGNMENT OF WORK

Determining the assignment of each support employee is the responsibility of the superintendent and within the sole discretion of the board. In making such assignments each year the superintendent shall consider the qualifications of each support employee and the needs of the school district.

It shall be the responsibility of the superintendent to make recommendations to the board regarding the assignment of the support employees.

CHILD ABUSE REPORTING

The board believes child abuse should be reported to the proper authorities. School district personnel are required to report to the State Department of Human Services within 24 hours when, in the course of their employment, they reasonably believe a child has suffered from abuse.

All child abuse reporting shall be done according to the following board policies:

402.2 Child Abuse Reporting

[402.2 Child Abuse Reporting](#)

[402.2R1 Child Abuse Reporting Regulation](#)

402.3 Abuse of Students by School District Employees

[402.3 Abuse of Students by School District Employees](#)

[402.3.R1 Abuse of Students by School District Employees Regulation](#)

[402.3E1 Abuse of Students by School District Employees Report Form](#)

[402.3E2 Abuse of Students by School District Employees Investigation](#)

COMPENSATION

The board shall determine the compensation to be paid for the support personnel positions keeping in mind, the education and experience of the support employee, the mission statement of the school district, and any

other considerations as deemed relevant by the board.

Teacher's assistants who hold a valid teaching or substitute license will be compensated when substituting in one-half day increments at the substitute teacher rate of compensation.

It shall be the responsibility of the superintendent to make a recommendation to the board annually regarding the compensation of support personnel.

The board may, based on the superintendent's recommendation, hold support employees at their current salary level.

COMPLAINTS (PROCEDURES FOR DEALING WITH COMPLAINTS)

Claims of board policy or administrative regulations violations shall be resolved at the lowest possible organizational level. The employee shall discuss the complaint within five days of the alleged violation with their immediate supervisor.

If the complaint is unresolved at the supervisory level, the employee may next place the complaint, in writing, within five days of the discussion with the employee's supervisor, and discuss it with the superintendent. If the employee's immediate supervisor is the superintendent or if the complaint continues or a resolution is not agreed upon by the employee and superintendent within ten working days following the discussion with the superintendent, the employee may ask to have the item placed on the agenda for the next meeting of the board.

Each supervisor shall be responsible for resolving employee complaints. Action taken by the board on the complaint shall be final.

This policy shall not apply for an item that has been filed or for an item that could be filed at the employee's discretion under a formal grievance procedure contained in the Okoboji CSD Certified Employee Handbook.

COMPLAINTS (FROM PUBLIC) ABOUT GENERAL PERSONNEL

The board recognizes situations may arise in the operation of the school district which are of concern to the parents and other members of the school district community.

While constructive criticism is welcomed, the board desires to support its employees and their actions to free them from unnecessary, spiteful, or negative criticism and complaints that do not offer advice for improvement or change.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved if the following has not been completed:

- (a) Matters concerning an individual student, teacher, or other employee should first be addressed to the teacher or employee.
- (b) Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal.
- (c) Unsettled matters regarding school district personnel from (b) above, or problems and questions concerning the school district should be directed to the superintendent.
- (d) If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board. To bring a concern about a school district employee, the individual may notify the board president in writing, who will bring it to the attention of the entire board, or the item may be placed on the board agenda of a regularly scheduled board meeting in accordance with board policy

[210.08 Board Meeting Agenda.](#)

The board will address complaints from the members of the school district community if they are in writing, signed, and the complainant has complied with this policy.

COMMUNICABLE DISEASES

School district personnel with a communicable disease 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 "communicable 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 school 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 communicable disease shall be determined on a case by case basis by public health officials.

Since there may be greater risks of transmission of a communicable disease for some persons with certain conditions than for other persons infected with the same disease, these special conditions, the risk of transmission of the disease, the effect upon the educational program, the effect upon the person and other factors deemed relevant by public health officials or the superintendent shall be considered in assessing school district personnel's continued presence and performance of their employment responsibilities. The superintendent may require medical evidence that school district personnel with a communicable disease are able to perform their assigned duties.

A school district employee shall notify the superintendent or the school nurse when the employee learns the employee has a communicable disease. It shall be the responsibility of the superintendent or the school nurse, when he/she has knowledge that a communicable 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. It shall be the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with school district personnel with a communicable disease.

CONDUCT AND APPEARANCE

School district personnel shall strive to set the kind of example in their actions and appearance that not only reflects credit to the school system, but sets forth a model worthy of emulation by the students. Enthusiasm, positive attitude, loyalty, and professionalism shall be the key words describing the goals of school district personnel conduct and appearance.

School district personnel shall conduct themselves in a professional manner. School district personnel shall dress in attire appropriate for their position. Clothing should be neat, clean, and in good taste.

Certified personnel of the school district shall follow the code of ethics for their profession as established by the Iowa Professional Teaching Practices Commission.

It shall be the responsibility of the principals to counsel employees assigned to their facility on appearance and conduct when the individual appearance may have a negative impact on the learning environment.

CONFLICT OF INTEREST

School district employee's use of their position with the school district for personal financial gain shall be considered a conflict of interest with their position as a school district employee and may subject the employee to disciplinary action.

School district personnel shall not act as an agent or dealer for the sale of textbooks or other school supplies to the school district. School district employees shall not participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to pupils or to parents. School district employees shall not engage in outside work or activities where the source of information concerning the customer, client, or employer originates from information obtained because of the employee's position in the school system.

It shall be the responsibility of each employee to be aware of and to take the necessary action to eliminate a potential conflict of interest should it arise.

DECISION MAKING (INVOLVEMENT IN)

Input from school district personnel regarding the students, the education program and other school district operations will be considered by the administration and the board. School district personnel may be requested to make a presentation to the board. The administration, in its discretion, may consult with employees about proposed changes in the education program and operations of the school district.

DEFINITION OF SUPPORT PERSONNEL

Support personnel are those school district employees who are not administrators or personnel in positions which require a State Department of Education teaching certification and who are employed to fulfill the duties listed on their job description on a monthly or hourly basis. Support personnel shall include, but not be limited to, teacher and classroom aides, media aides, custodial and maintenance employees, clerical employees, food service employees, bus drivers, and extra help for summer or other maintenance. The position may be full-time or part-time employment.

It shall be the responsibility of the superintendent to establish job specifications and job descriptions for support personnel positions. Job descriptions shall be approved by the board.

Support personnel, required to hold a license for their position, must present evidence of current license to the board secretary prior to payment of wages each year.

EQUAL EMPLOYMENT OPPORTUNITY

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 State Department of Education for the class or position for which they apply. In employing school district personnel, the board shall consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, sexual orientation, marital status, national origin, religion, age, gender identity or disability. In keeping with the law, the board shall consider the veteran status of applicants.

EVALUATION

The goal of the evaluation of support personnel shall be to improve the educational program, to maintain support staff that meet or exceed the board's standards of performance, to develop a harmonious working relationship, to clarify each support employee's role, to ascertain the areas in need of improvement, and to clarify the immediate priorities of the board.

It shall be the responsibility of the superintendent and/or principal to ensure support personnel are evaluated on an informal basis.

GIFTS TO EMPLOYEES

Employees may receive a gift on behalf of the school district. Employees shall not, either directly or indirectly, solicit, accept or receive any gift, series of gifts or an honorarium unless the donor does not meet the definition of "restricted donor" stated below or the gift or honorarium does not meet the definition of gift or honorarium stated below.

A "restricted donor" is defined as a person or other entity which:

- Is seeking to be, or is a party to, any one or any combination of sales, purchases, leases or contracts to, from or with the school district;
- Will be directly and substantially affected financially by the performance or nonperformance of the employee's official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or
- Is a lobbyist or a client of a lobbyist with respect to matters within the school district's jurisdiction?

See board policy [402.04 Gifts to Employees](#) for more information.

An employee may receive a gift on behalf of the school district if the gift is in compliance with board policy, [704.04 Gifts - Grants - Bequests](#).

HAZARDOUS CHEMICAL DISCLOSURE

The board authorized the development of a comprehensive hazardous chemical communication program for the school district to disseminate information about hazardous chemicals in the workplace.

Each school district employee shall review this information about hazardous substances annually. Further, when a new school district employee is hired, the information and training, if necessary, shall be included in the orientation of the employee. When an additional hazardous substance enters the workplace, information about it shall be distributed and training shall be conducted for the appropriate employees. The superintendent shall maintain a file indicating when training and informing takes place.

It shall be the responsibility of the superintendent to develop administrative regulations regarding this program. The superintendent shall report annually to the board about the program.

INJURY ON THE JOB

If an employee becomes seriously injured on the job, the principal shall notify a member of the family or an individual of close relationship as soon as the principal becomes aware of the injury.

The school district is not responsible to administer emergency medical treatment to an injured

employee. An injured school employee shall be turned over to the care of the school's nurse or qualified medical personnel as quickly as possible.

It shall be the responsibility of the employee injured on the job to inform the school nurse within 24 hours of the occurrence. It shall be the responsibility of the school nurse to file an accident report within 24 hours after the employee reported the injury.

It shall be the responsibility of the employee to file any claims, such as workers' compensation through the school's nurse.

INSURANCE (GROUP INSURANCE) BENEFITS

Support personnel shall be eligible for group insurance benefits as determined by the board and required by law. The board shall select the group insurance program and the insurance company which will provide the program.

Support personnel working 30 hours per week shall be eligible to participate in group health insurance plans. These support employees, who wish to purchase insurance coverage for their spouse or dependents, may do so by meeting the requirements of the insurer.

This policy does not guarantee a certain level of benefits. The board shall have the authority and right to change or eliminate group insurance programs for its support employees.

LEAVE REQUESTS

A. BEREAVEMENT LEAVE

Immediate Family:

In the event of a death of a member of a support employee's immediate family, a maximum of five (5) bereavement leave days may be granted, with "day" being defined as one work day regardless of full-time or part-time status of the employee, per occurrence for the death of a member of the immediate family (child, spouse, parent, brother, sister, grandchild and grandparent of employee).

Extended Family:

Up to two days of bereavement leave may be granted per occurrence of the death of extended family members (mother-in-law/father-in-law, sister-in-law/brother-in-law, son-in-law/daughter-in-law of an employee).

Close Friend and/or Other Relative:

A maximum of one day, not exceeding three days per year, of bereavement leave may be granted per occurrence of the death of a close friend or other relative not listed above.

It shall be within the discretion of the superintendent to determine the number of bereavement leave days to be granted.

B. EXTENDED ILLNESS LEAVE

Support personnel advised of a health condition which may require absence for more than five days, with "day" being defined as one work day regardless of full-time or part-time status of the employee, shall inform the superintendent upon learning of the condition to allow arrangements to be made for an effective transition of responsibilities.

Evidence may be required about the mental or physical status of the support employee to confirm

the need for an illness leave of absence, the employee's illness, and the ability of the employee to continue work until the date on which the employee goes on leave.

Employees on extended sick leave should report for work as soon as they are capable of performing their duties. Upon returning to work, the employee must present medical evidence that the employee is physically capable of returning to and performing the duties required at work.

Pay provisions for extended illness leave will be coordinated with sick leave. If the illness extends beyond the employee's accumulated sick leave, the employee may request a Family and Medical Leave of absence without pay and, possibly, apply for long term disability benefits. At any time, the school district may require additional statements from the support employee's physician or other evidence as may be requested by the school district. It will be within the discretion of the board or superintendent to determine the type and amount of evidence necessary.

C. FAMILY ILLNESS LEAVE

Support personnel will be allowed to take a maximum of seven family illness leave days per school year. Family shall be defined as spouse, parent, brother, sister and child. Days used for this purpose will be deducted from the employee's sick leave.

In the superintendent's discretion, support personnel may be allowed to take family illness leave. Requests for family illness leave shall be made to the superintendent. The Superintendent has the discretion to grant additional family illness leave. In making this determination, the superintendent shall consider the financial position of the school district, the effect of the employee's absence on the education program and operations of the district, and other factors the superintendent deems relevant.

Support personnel, who wish extended family illness leave, may be required to pay the costs of substitute personnel necessary to carry out their duties.

D. ILLNESS / DISABILITY LEAVE

Support personnel working over 30 hours per week shall be granted 10 days of sick leave in their first year of employment. Each year thereafter, one additional day of sick leave will be granted to the employees up to a maximum of 15 days. "Day" is defined as one work day regardless of full-time or part-time status of the employee. A new employee shall report for work at least one full work day prior to receiving sick leave benefits. A returning employee will be granted the appropriate number of days at the beginning of each fiscal year.

Unused sick leave may be accumulated up to a maximum of 120 days a year for support personnel working 30 hours per week. The total amount of paid sick leave may not exceed this maximum accumulation time period for any school year.

Employees working less than 30 hours per week shall be granted (5) day's sick leave each year of employment. Unused sick leave may accumulate up to (60) days.

School district personnel who know they will be absent from work for medical reasons prior to the beginning of the leave shall notify the superintendent as soon as possible.

Should the personal illness occur after or extend beyond the accumulated allowance, the employee may apply for disability benefits under the group insurance plan, if previously purchased by employee. If the employee does not qualify for disability benefits, the employee may request a Family and Medical leave of absence (FMLA) without pay, in accordance with board policy 414.3 "Classified Employee Family and Medical Leave."

Evidence may be required regarding the mental or physical health of the employee when the administration has a concern for the employee's health. Evidence may also be required to confirm the employee's illness, the need for the illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of the employee's position. It shall be within the discretion of the board and the superintendent to determine the type and amount of evidence necessary.

If an employee is eligible to receive workers' compensation benefits, the employee shall contact the board secretary to implement these benefits. If the employee elects, after being informed, to receive full pay, a full day of sick leave shall be deducted for each day the employee is absent.

SICK LEAVE BANK

Purpose:

- The Sick Bank is established to support school employees who experience extended illnesses or medical emergencies that exhaust their sick leave. It aims to foster a collaborative environment where employees can voluntarily contribute their unused sick days to help colleagues in need, ensuring that no employee faces financial hardship during challenging health situations. Additionally, the Sick Bank encourages a culture of mutual support and community within the district.

Procedures:

- **Eligibility for Participation**
 - All full-time school employees are eligible to participate in the Sick Bank. Employees must have completed at least one full year of service within the district to contribute their unused sick days.
- **Voluntary Contributions**
 - Employees may voluntarily contribute unused sick days to the Sick Bank at the end of each school year. Once signed up, sick day donations will continue each year unless an employee fills out a form to discontinue.
 - Contributions must be made in whole days and cannot exceed a maximum of 15 days per employee per year. If the sick bank exhausts the days available, employees may donate additional days during the school year, up to 5 per employee.
 - Employees wishing to contribute must complete a Sick Bank Contribution Form and submit it to the Superintendent by June 30th of the concluding school year.
 - A retiring employee may voluntarily designate unused sick leave days to be donated to the sick leave bank. These leave days become the property of the sick leave bank and may be used by eligible employees.
- **Accessing the Sick Bank**
 - Employees who have exhausted their sick leave due to a severe illness or medical condition may request access to the Sick Bank.
 - To request days from the Sick Bank, the employee must complete a Sick Bank Request Form (Form C) documenting the nature of his/her illness and the expected duration of absence.
 - The Sick Bank Committee, which consists of representatives from the Okoboji administration and the OEA, will review requests.
- **Approval Process**
 - The Sick Bank Committee will evaluate requests based on the employee's medical documentation and the Sick Bank's current balance.

- Approved requests will grant the employee a specified number of Sick Bank days, which will be deducted from the Sick Bank balance.
- The maximum number of days an employee can receive from the Sick Bank is 20 per year. In rare circumstances, an employee may petition the superintendent for additional days. The superintendent will decide whether to grant additional days and may contact the Sick Bank Committee for input.
- Confidentiality
 - All medical information and requests will be handled with strict confidentiality in compliance with applicable laws and district policies.
- Reporting and Monitoring
 - The Business Manager will maintain records of contributions and withdrawals from the Sick Bank.
 - An annual report summarizing Sick Bank activity will be provided to the school board and employees to ensure transparency.
 - The days contributed to the sick bank shall become the bank's property and are non-returnable to the employee. Days contributed to the school district's sick leave bank will not impact the schedule for unused sick days and/or personal days. Days will be carried over from year to year.
- Termination of Participation
 - Employees who leave the district or retire may choose to donate their remaining unused sick days to the Sick Bank. At departure, this voluntary donation should be indicated on the Sick Bank Contribution Form.
- Review and Amendments
 - The Sick Bank procedure will be open to review and may be modified as agreed upon by the Sick Bank Committee.

Conclusion

- The Sick Bank is a vital resource for school employees, promoting a spirit of cooperation and support within the district. Employees can help their colleagues in need by contributing their unused sick days, reinforcing a strong and caring community among staff members.

E. JURY DUTY LEAVE

The board will allow support personnel to be excused for jury duty unless extraordinary circumstances exist. The superintendent has the discretion to determine when extraordinary circumstances exist.

Support personnel will receive their regular salary. Any payment for jury duty shall be paid to the school district.

When the support employee is dismissed from jury duty, the employee shall report to the superintendent. The employee shall be required to perform the employee's duties remaining to be completed that day.

F. MILITARY SERVICE LEAVE

The board recognizes support personnel may be called to participate in the armed forces, including the National Guard. If a support employee is called to serve in the armed forces, the employee shall have a leave of absence for military service until the military service is completed.

The leave shall be without loss of status or efficiency rating and without loss of pay during the first 30 days of the leave.

Active members of the military and past veterans will also be allowed to take Veteran's Day off (per federal guidelines) in honor of their service to our country.

G. POLITICAL LEAVE

The board will provide a leave of absence to support personnel to run for elective public office. The superintendent shall grant a support employee a leave of absence to campaign as a candidate for any elective public office as unpaid leave.

The classified employee will be entitled to one period of leave to run for the elective public office, and the leave may commence any time within 30 days of a contested primary, special, or general election and continue until the day following the election.

The request for leave must be in writing to the superintendent of schools at least 30 days prior to the starting date of the requested leave.

H. PROFESSIONAL LEAVE

Professional leave may be granted to classified employees for the purpose of attending meetings and conferences directly related to their assignments. Application for the leave must be presented to the superintendent five (5) days prior to the meeting or conference.

It shall be within the discretion of the superintendent to grant professional purposes leave. The leave may be denied on the day before or after a vacation or holiday, on special days when services are needed, when it would cause undue interruption of the education program and school district operations, or for other reasons deemed relevant by the superintendent.

I. UNPAID LEAVE

Unpaid leave may be used to excuse an involuntary absence not provided for in other leave policies. Unpaid leave for support personnel must be authorized by the superintendent. Whenever possible, support personnel shall make a written request for unpaid leave ten days prior to the beginning date of the requested leave. If the leave is granted, the deductions in salary shall be made unless they are waived specifically by the superintendent.

The superintendent shall have complete discretion to grant or deny the requested unpaid leave. In making this determination, the superintendent shall consider the effect of the employee's absence on the education program and school district operations, their length of service, previous record of absence, the reason for the requested absence and any other factors the superintendent believes are relevant in making this determination.

If unpaid leave is granted, the duration of the leave period shall be coordinated with the scheduling of the educational program whenever possible to minimize the disruption of the education program and school district operations.

J. VACATION-HOLIDAYS-PERSONAL LEAVE

The board shall determine the amount of vacation, holidays, and personal leave that will be allowed on an annual basis for support personnel.

Vacation for full time support personnel who work 12 months a year, unless the employee's contract indicates otherwise, will receive eight (8) work days vacation the first year and thirteen (13) work days each year thereafter. After 10 years of continuous service to the district, the employee shall be granted one (1) additional vacation day per year of service up to a maximum of 20 vacation days per year. Support personnel can carry over 7 days to be used by July 10 of the next fiscal year.

Vacation days will be taken during the summer months to prevent the absences from disrupting school district operations. The employee must submit a vacation request to the superintendent 5 days prior to the leave, who then shall be responsible for determining whether the request will disrupt district operations.

Full-Time Twelve Month Employees:

Full-time regular support personnel who work 12 months a year will be allowed a maximum of four days personal leave to accomplish personal business that cannot be conducted outside the work day. Personal leave may not be used to extend a vacation or holiday period or be taken during the first and last weeks of school. It shall be within the discretion of the superintendent to grant personal leave.

Support personnel who work 12 months a year will be allowed seven paid holidays (New Years Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day).

Support personnel will be paid only for the hours they would have been scheduled for the day. If a holiday falls on a weekend, the employee will be given the holiday to be used the Friday before or the Monday after the weekend.

Full-Time Nine or Ten Month Employees:

Support personnel who work nine or ten months per year, whether full-time or part-time, will:

- Be paid for four (4) holidays (Labor Day, Thanksgiving, Christmas Eve, Christmas, and Memorial Day).
- Receive two (2) personal days per year.
- Have time off as aligned with the school calendar.

It shall be the responsibility of the superintendent to make a recommendation to the board annually on vacation and personal leave for support personnel.

LETTERS OF ASSIGNMENT

The board will enter into written “letters of assignment” with support personnel employed on a regular basis. This document will state the general terms of employment.

Support personnel shall also receive a job description stating the specific performance responsibilities of their position.

It shall be the responsibility of the superintendent to draw up and process the support personnel letters of assignment and present them to the board for approval. These documents, after being signed by the board president, shall be filed with the board secretary.

LICENSING / CERTIFICATION

Support employees who require special license or other certification shall keep such licenses up to date. The requirements for a license needed for a position will be considered met if the employee meets the requirements established by the board and by the State Department of Education for the position.

NEPOTISM

More than one family member may be an employee of the school district. It shall be within the discretion of the superintendent to allow one family member employed by the school district to supervise another family member employed by the school district.

The employment by the board of more than one individual in a family shall be on the basis of their qualifications, credentials and records.

ORIENTATION (FOR NEW EMPLOYEES)

Employees must know their role and their duties as school district employees. School district personnel shall have an opportunity to participate in an orientation program for new employees. It shall be the responsibility of the direct supervisor to provide the new employee with a review of the employee's responsibilities, duties and appropriate procedures. Payroll procedures and employee benefit programs on accompanying forms will be explained to the employee by the superintendent or designee.

New employees will be required to assume the responsibilities of their position immediately. The administration and the immediate supervisor shall be available to answer questions.

OUTSIDE EMPLOYMENT

The board believes the primary responsibility of school district personnel is to the duties of their position with the school district as outlined in their job description. The board considers a school employee's duties as part of a regular, full-time position as full-time employment. The board expects such employees to give the responsibilities of their positions in the school district precedence over any other employment.

It shall be the responsibility of the superintendent to counsel school district employees, whether full-time or part-time, if in the judgment of the superintendent, the employee's outside employment interferes with the performance of the employee's duties required in the employee's position with the school district.

PAYROLL DEDUCTIONS

Ease of administration shall be the primary consideration for payroll deductions, other than those required by law.

Requests for payroll deductions, other than those required by law, shall be made in writing to the superintendent. It shall be the responsibility of the superintendent to determine which additional payroll deductions will be allowed.

PHYSICAL EXAMINATIONS

Good health is important to job performance. Bus drivers are the only employees required to present evidence of good health in the form of a physical examination report prior to their employment with the school district.

School bus drivers shall present evidence of good health bi-annually in the form of a physical examination report. Employees may have additional physical examinations when requested to do so at the expense of the school district.

The board, in its discretion, may pay for all or part of the cost of an employee's physical examination.

PROBATIONARY EMPLOYMENT STATUS

The first 90 days of a newly employed support employee's contract shall be a probationary period. "Day" shall be defined as one work day regardless of full-time or part-time status of the employee. New employees, regardless of experience, shall be subject to this probationary period.

"New" employees includes individuals who are being hired for the first time by the school district and those who may have been employed by the school district in the past, but have not been employed by the board during the school year to the one for which letter of assignment are being issued.

Only the board, in its discretion, may waive the probationary period. During the probationary period the board may terminate support personnel letters of assignment at any time.

RECOGNITION FOR SERVICE

The board recognizes and appreciates the service of its employees. Employees who retire or resign may be honored by the administration and staff in a manner fitting to the retiring or resigning employee.

If the form of honor thought appropriate by the administration and staff involves unusual expense to the school district, the superintendent shall seek prior approval from the board.

RECORDS (GENERAL PERSONNEL RECORDS)

For the benefit of the school district employees, only the board secretary, the superintendent, the principal, and the employee shall have access in the employee's personal file.

Information for federal tax purposes, wage garnishment or for completing a credit application shall be released in compliance with board policy [402.01 Release of Credit Information](#).

Employees who have listed the school district as a reference or place of employment on a job application shall be deemed to have granted authority for the school district to release information of the same nature as released for credit information. Others who wish access to a personnel file must have the approval of the employee.

During regular business hours an employee, upon request and in the presence of the board secretary or the superintendent, may have access to and view the employee's personnel file. Information contained in the file may be viewed by the employee except for the information obtained prior to the employment of the employee, contained in the evaluation file, or received from an examination considering a reassignment, transfer or promotion of the employee.

It shall be the responsibility of the board secretary to keep school district employees' personnel files current. The board secretary, in conjunction with the superintendent, shall be the custodian of school district personnel files.

RECRUITMENT - QUALIFICATIONS - SELECTION

Persons interested in a support position shall have an opportunity to apply and qualify for support positions in the school district without regard to age, race, creed, sex, sexual orientation, national origin, religion or disability. Job applicants for support positions shall be considered on the basis of the following:

- * Training, experience, and skill;
- * Nature of the occupation;
- * Demonstrated competence; and
- * Possession of, or ability to obtain, state or other license if required for the position.

Announcement of the position shall be through whichever means the superintendent believes will inform potential applicants about the position. Applications for employment may be obtained from, and completed applications shall be returned to, the school district administrative office. Whenever possible, the preliminary screening of applicants shall be conducted by the district employee who will be directly supervising and overseeing the person being hired.

The superintendent shall employ support personnel. Such employment shall be subject to the board's approval at its next meeting when the superintendent shall present the names of and the salaries of the employees to the board.

REDUCTION IN FORCE

It is the exclusive power of the board to determine when a reduction in support personnel is necessary. Employees who are terminated due to a reduction in force will be given as much advance notice as

possible. Appropriate due process procedures will be followed in terminations due to a reduction in force.

It shall be the responsibility of the superintendent to make a recommendation for termination to the board. The superintendent will consider the relative qualifications, skills, ability and demonstrated performance through evaluation procedures in making the recommendations.

RELATIONS TO ADMINISTRATION AND TO THE BOARD

School district personnel are encouraged to attend school board meetings. School district personnel shall be available to provide information and assist in providing recommendations to the board upon request. The employees shall keep the board informed through the administration about educational trends and issues that may assist the board. It shall be the responsibility of the employees to keep the administration informed about the day-to-day occurrences in their work areas.

It shall be the responsibility of the superintendent to develop avenues for communication between the board and the employees. These avenues of communication will not be construed as denying the right of any employee to appeal any action or decision of the superintendent to the board.

RELATIONS TO PUBLIC

Members of the school district community shall be treated with respect by school district personnel. The board encourages active participation by school district employees in community activities and events as a means to show respect for the district community.

It shall be the responsibility of school district employees, as they participate in various community groups and events, to make a conscientious effort to make the school, and its events, a real part of the community. School district employees shall take advantage of their participation in the community to look for opportunities in which community and school can join forces for the betterment of the school district and the community.

RELEASE OF CREDIT INFORMATION

The following information will be released to any entity with whom a school district employee has applied for credit or has obtained credit: title of position, income, and number of years employed. This information will be released without prior written notice to the employee. Confidential information about the employee will not be released to an inquiring creditor without a written authorization from the employee.

It shall be the responsibility of the board secretary or superintendent to respond to inquiries from creditors.

RESIGNATION

Support employees who wish to resign during the school year shall give the board notice of their intent to resign as far in advance as possible of their requested last working day. In its discretion, the board may request support staff employees to continue working until a suitable replacement is found.

RETIREMENT

Applications for retirement will be considered when the employee states in writing to the superintendent no later than the date set by the board for the return of the employee's letter of assignment.

Board action to approve a support employee's application for retirement shall be final and such action constitutes termination of employment effective the day of the employee's retirement.

No support employee will be required to retire at any specific age. Employees who qualify for retirement benefits through the Iowa Public Employees Retirement System shall receive those benefits in compliance with that program.

Support personnel and their spouses and dependents that have group insurance coverage through the school district, shall be allowed to continue coverage of the school district's group health insurance program at their own expense by meeting the requirements of the insurer.

ROLES AND GUIDING PRINCIPLES FOR EMPLOYEES

This series of the board policy manual is devoted to the board's goals and objectives for personnel in the performance and benefits of their job. School district personnel provide an important service for the children of the school district community. They may be teaching or assisting in the classroom, working in the office, maintaining the facilities, driving or repairing the school buses, or cooking lunches. Each school district employee plays a vital role in providing an equal opportunity for a quality public education for students commensurate with their individual needs. The teachers have the most direct impact on the school environment by their dedication to their work, their actions and their manners. As role models for the students, school district personnel shall strive to promote a cooperative, enthusiastic, and supportive learning environment for the students.

In striving to achieve a quality education program, the board's goal will be to obtain and retain qualified and effective school district personnel. The board shall have complete discretion to determine the number, the qualifications, and the duties of the positions and the school district's standards of acceptable performance. It shall be the responsibility of the superintendent to make recommendations to the board in these areas prior to board action. The board recognizes its duty to bargain collectively with duly certified collective bargaining units. The board shall strive to fulfill this duty.

Board policies, in this series, relating to general personnel, shall apply to school district personnel regardless of their position as a certified or support employee. Board policies relating to certified personnel shall apply to positions that require a teaching or administrative certificate unless administrative positions are specifically excluded from the policy. Support personnel policies included in this series shall apply to positions that do not require a teaching or administrative certificate.

SMOKING AND NONSMOKING EMPLOYEE WORK AREAS

School district premises or vehicles, including, but not limited to, school-sponsored events, shall be off limits for smoking and use of other tobacco products. Persons violating this policy shall be asked to refrain from smoking. Persons failing to abide by this request may be subject to disciplinary action. It shall be the responsibility of the administrators and other school district personnel to enforce this policy.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated in the school district by the board in matters over which it has jurisdiction. Sexual harassment by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is prohibited. Persons found in violation of this policy will be subject to discipline, including, but not limited to,

reprimand, probation, demotion, suspension, or termination, or other sanction as determined appropriate by the board.

Sexual harassment (through any medium such as oral, written, electronic, etc.) shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly, or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Employees, who believe they have suffered sexual harassment, shall report such matters to the superintendent, who shall be the grievance officer for sexual harassment complaints. However, claims regarding sexual harassment may also be reported to the high school principal, who shall be the alternate grievance officer for such complaints.

Complaints reported to a grievance officer, shall be handled by the grievance officer in a timely and confidential manner. Information regarding an investigation of sexual harassment shall be confidential, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation.

It shall be the responsibility of the grievance officer to promptly investigate claims of sexual harassment and determine their validity using an informal process. Upon receiving a complaint, the grievance officer shall confer with the person making the complaint to obtain an understanding of and a statement of the facts from the person.

SOLICITATIONS BY STAFF

Employees of the school district have access to information and a captive audience that could award the employee personal or financial gain. No school district employee may solicit other employees or students for personal or financial gain in the employee without the approval of the superintendent. If the approval of the superintendent is given, the employee must conduct the solicitations within the conditions set by the superintendent. Further, the superintendent may, upon five days notice, require the employee to cease such solicitations as a condition of continued employment.

The approval of the board will be required prior to solicitation of other employees, students, or community members for school sponsored activities or for non-school related charitable organizations by school district personnel acting as representatives of the school district.

SOLICITATIONS FROM OUTSIDE

Generally, employees should be free from solicitations at their place of employment. No organization or individual may solicit employees or distribute flyers or other materials within school facilities or on school grounds without the approval of the superintendent.

No employee shall be made responsible, or assume responsibility, for the collection of money or distribute literature within the schools unless such activity has been approved by the superintendent.

SUSPENSION AND DISMISSAL

Employees shall perform their assigned job, respect board policy and obey the law. The superintendent is authorized to suspend a support employee pending board action on a discharge or for investigation of charges against the employee and for disciplinary purposes. It shall be within the discretion of the superintendent to suspend a support staff employee with or without pay.

Support employees may be dismissed immediately for cause. The superintendent will notify the employee of the dismissal. The board shall take action based upon the superintendent's recommendation for dismissal.

In the event of a suspension or dismissal, appropriate due process procedures shall be followed.

TAX SHELTER PROGRAMS

The board authorizes the administration to make a payroll deduction for support personnel's tax shelter annuity premiums.

Support employees wishing to have payroll deductions for tax shelter annuities shall make a written request to the superintendent. It shall be the responsibility of the superintendent to establish administrative regulations regarding this policy.

TELEPHONE CALLS

The board recognizes the need of its employees to receive and make telephone calls during working hours from time to time. Telephone calls related to education program business shall be made by the classroom teachers and not by support staff.

Employees may receive and make personal telephone calls during lunches, breaks, or preparation periods. Employees may receive an emergency telephone call at any time.

It shall be the responsibility of the employee to exercise discretion in making and receiving telephone calls during working hours.

TRANSFERS

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

A transfer may be initiated by the employee, the principal, or the superintendent. It shall be the responsibility of the superintendent to make recommendations to the board regarding the transfer of the support employees.

TRANSPORTING STUDENTS

Generally, transporting of students shall be in a motor vehicle owned by the school district and driven by a school bus driver. In some cases, it may be more economical or efficient for the School district to allow another employee of the district to transport the students in their personal motor vehicle or in a school

district motor vehicle other than a school bus.

School district employees who transport students for school purposes must have the permission of the superintendent.

This policy statement applies to transportation of students for school purposes in addition to the regular bus route transporting students to and from their designated attendance center.

TRAVEL COMPENSATION

School district personnel traveling on behalf of the school district and performing approved school business will be reimbursed for their actual and necessary expenses. Reimbursement for expenses will be allowed only if the employee received authorization for the expenses from the superintendent prior to the trip.

It shall be the responsibility of the superintendent to determine whether the requested trip is appropriate school business for which actual necessary expenses should be reimbursed to the employee.

USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

The primary purpose of the school district facilities and equipment is the delivery of the education program. Resources for school equipment are limited. Each user must operate the equipment with the utmost care. School district employees may use school equipment for any school purpose or activity held during the school day or for a school sponsored event. School district personnel may also use school equipment for non-school sponsored events within the discretion of the superintendent.

School district personnel may utilize the school district facilities for school-related business outside the regular hours of business.

A request by an employee to use the facilities for non-school-related business shall be made in accordance with board policy [906.01 Community Use of School District Facilities and Equipment](#). The employee will be responsible to meet the same requirements as other individuals or organization using the facilities.

USE OF SCHOOL MATERIALS FOR INTERNAL COMMUNICATIONS

School materials are purchased and used for the delivery of the educational program. School district employees may use the school district materials for internal communication between themselves when the communication is directly related to the education program. Communications distributed to or between school district personnel shall also be distributed to the principal and the superintendent.

When the communications will involve unusual expense or use of materials, the employee must first have permission of the principal.

WAGE AND OVERTIME COMPENSATION

Non-exempt personnel will be compensated for approved hours worked over forty hours in a work week. This compensation shall be in the form of overtime pay.

Non-exempt employees compensated on an hour by hour basis, whether full or part-time, permanent or temporary, will be paid no less than the federal minimum wage. When a non-exempt employee must work more than forty hours in a given work week, the employee shall be compensated at one and one-half times their regular hourly wage rate. Overtime will not be permitted without prior authorization of the principal.

Non-exempt employees must sign in and sign out on a daily basis through the electronic time clock provided by the district showing the actual number of hours worked. Failure of the employee to maintain or falsification of such records will be grounds for disciplinary action.