

Indianola Community School District



**2025-26
Meet and Confer
Employee Handbook**

Table of Contents

I.	Introduction	1
II.	Definition of Support Personnel.....	2
III.	Employment Policies	
	A. Equal Employment Opportunity	2
	B. Equal Educational Opportunity	2
	C. Recruitment and Selection	3
	D. Letters of Assignment & Contracts	3
	E. License/Certification	3
	F. Assignments and Transfers	4
	G. Probationary Period.....	4
	H. Resignation/Dismissal/Suspension.....	4
	I. Drug and Alcohol Testing	5
	J. Rehire of Former Employees	5
IV.	General Employment Information	
	A. Regular Working Hours	5
	B. Break Period.....	5
	C. Absenteeism and Tardiness	5
	D. Personnel Policies	5
	E. Employee Conduct and Discipline	6
	F. Employee Concerns.....	6
	G. Activity Passes	7
	H. Working Conditions	7
V.	Salary Administration	
	A. Longevity Incentive.....	7
	B. Differential Pay	8
	C. Hourly Minimums	8
	D. Substitute Food Service Manager and Substitute Head Custodian	8
	E. Bus Routes	8
	F. Job Descriptions	9
	G. Job Evaluation	9
	H. Transfers from One Job Category to Another	9
	I. Overtime	9
	J. Pay Periods	10
	K. Uniforms	10
VI.	Employees Benefits	
	A. Vacations	10
	B. Holidays	11
	C. Leaves of Absence	
	1. Sick Leave	11
	2. Family Medical Leave.....	11
	3. Adoption.....	11
	4. Bereavement	11
	5. Personal Leave with pay	11
	6. Personal Leave without pay	12
	7. Legal Requirements.....	12

8. Jury Duty	12
9. Professional Leave	12
10. Religious Holidays	12
11. Discretionary Leave	12
12. Extended Leaves	12
D. Worker's Compensation.....	13
E. Physical Examinations	13
F. Group Insurance Benefits.....	13
G. Voluntary Benefits	14
H. IPERS Retirement Program	14

Exhibits

I. Definition of Support Personnel.....	15
J. Complaint/Grievance Form.....	16
K. Pay Rates	17
L. Paid Holidays	18
M. Network Guidelines.....	19
N. Payroll Guidelines	20
O. Summary of District Procedures	21

I. Introduction

Great effort has been made to provide a comprehensive compensation and benefit package to each of you within the finances provided for PreK-12 public education. The support each of you provides to our overall educational system is greatly appreciated. Your efforts make a positive daily difference to the students we serve.

The Meet and Confer employee handbook is designed to provide you with basic information. Refer to it to answer questions you may have about policies, benefits, and procedures. The handbook is reviewed annually as part of the “Meet and Confer” process. The administration reserves the right to change or edit any material set forth in this handbook. As changes are made the administration will make every effort to keep employees informed.

The Board policies provide detailed information concerning many employee policies, practices, and benefits. Please refer to them for more complete information. Board policies are available on the district website at www.indianola.k12.ia.us.

We hope you will enjoy working for the Indianola Community School District.

Chad Vink
School Business Official

Shelley Royer
Director of Human Resources

II. Definition of Support Personnel

The term support personnel shall include the following “meet and confer” employees:

- Child Care
- Facilities
- Food Service
- Secretarial
- Transportation

Exhibit A Definition of Support Personnel summarizes the various support personnel categories defined within each area.

III. Employment Policies

Equal Employment Opportunity

The Indianola Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulation of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay, or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district’s established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

Employees are referred to board policy *401.1 Equal Employment Opportunity* for concerns related to equity and/or discrimination.

Equal Educational Opportunity – Board Policy 102

It is the policy of the Indianola Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district human resources department at 515.961.9500.

The Board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The Indianola Community School District is committed to equal employment opportunities for all employees and will not discriminate on the basis of age (except students), race, color, religion, national origin, sex, disability, sexual orientation, gender identity, socioeconomic status, creed or marital status.

Selection shall be based on the merits of the candidate and his/her ability to perform the duties required in the job description.

Employees are referred to board policy 102 *Equal Employment Opportunity* for concerns related to equity and/or discrimination.

Recruitment and Selection

Recruitment and selection of support personnel shall be the responsibility of the administration.

Letters of Assignment & Contracts

Letters of Assignment and Contracts of “meet and confer” personnel will be in writing and state the length of time the agreement will be in force and the schedule of payment.

License/Certification

Employees required to have a special license or certification for their position must present evidence of it to the District prior to payment of wages each year. The District shall determine which licenses are required, the number of employees required to hold a license, and which employees shall be required to hold a license.

Employees shall meet professional growth required by licensing at their own expense. The cost for the registration for these approved classes may be paid by the District. Payment for training time will be at the discretion of the District.

The District has the right to require additional hours of professional growth beyond those required by licensing. The cost for the registration for these classes will be paid by the District. Training time for these classes will be paid.

- **Child care employees** will be responsible to complete CPR, First Aid, Mandatory Reporting and Universal Precautions training during the first three months of employment and to maintain the certification thereafter. The district will provide the training or pay for the class registration to obtain the training. Training time for these classes will be paid at the employee’s regular hourly rate. Driving records will be checked annually for those that have driving responsibilities.
- **Facilities employees** will be responsible to complete the appropriate training applicable to their job duties such as asbestos training, HVAC, plumbing, etc.
- **Food service employees** will be responsible to complete the food safety course during the first year of employment and to maintain the certification thereafter. The district will provide the training or pay one-time for the initial class registration and recertification to obtain the training as required by the Iowa Department of Education Bureau of Food & Nutrition.
- **Transportation employees**, as a condition of employment, must maintain a current Department of Transportation (DOT) Physical, Commercial Driver’s License (CDL) Class A or B with air brake, passenger and school bus endorsements and have completed all required training. Driving records will be checked annually. There is no cost to the employee for this service. It is the responsibility of the transportation employee to notify the Transportation Director within 24 hours if they are involved in any incident that may affect their driving record.

Assignments and Transfers - (Board Policies 411.5 and 411.6)

1. Job Openings

- All job openings will be posted for a minimum of five (5) calendar days prior to the job being filled.
- Changes in assignment may be initiated by an employee submitting a request as indicated on the posting.
- All reassignments shall be made only after review and discussion by those concerned and with the knowledge of the concerned parties.
- The District retains the right to reassign an employee.

2. Bus Routes

- The district will post routes that are vacant due to resignation or retirement and new routes. Routes will be posted in the District Operations Center during the school year. Postings during the summer will be emailed to any employee submitting a request to receive the postings to the Transportation Director.
- Any driver may request consideration for a vacant route by submitting a written request to the Transportation Director. Each driver requesting consideration for a vacant route will be granted a meeting with the Transportation Director to discuss the vacancy. All decisions to fill the vacancy shall be at the sole discretion of the district.

Probationary Period

The first six months of a newly employed support employee's contract/letter of assignment shall be a probationary period. New employees, regardless of experience, shall be subject to this probationary period.

New employees are individuals who are 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 district during the year prior to the one for which contracts/letters of agreement are being issued.

During this probationary period the board may terminate support employee's letters of agreement at any time. The district has the right to extend the probationary period. (Board policy 411.8)

Resignation/Dismissal/Suspension

Resignations shall be in writing, signed by the resigning party and directed to the Superintendent or designee. Employment may be terminated with a 14-calendar day notice by either party. (Board policy 413.1)

The Superintendent has the authority to suspend the services of any support employee with or without pay. The employee shall have the right to due process prior to dismissal. (Board policies 413.4 and 413.5)

At the end of their employment, employees are required to return district-provided uniforms with the district name or logo.

Employees are required to return their employee identification cards, keys, and access cards to the district at the end of their employment.

Drug and Alcohol Testing

Employees who operate school vehicles as school buses are subject to drug and alcohol testing if a commercial driver's license is required.

Employees operating a school bus are subject to pre-employment testing, random testing, reasonable suspicion testing, post-accident testing, return-to-duty testing, and follow-up drug and alcohol testing.

Employees subject to testing must remain at the testing site until the testing is completed. Failure to remain at the testing site until the testing is completed will be considered a positive test.

Rehire of Former Employees

Former employees may apply for employment with the district. All former employees will be subject to the same employment selection process as any other candidate.

IV. General Employment Information

Regular Working Hours

The hours to be worked will be assigned by the District. The individual's needs and preferences will be considered, but the District retains the right to adjust the starting and ending time as well as make temporary adjustments to complete the work assignments.

Time worked must be submitted in accordance with district processes and timelines.

Break Period

Employees that work six (6) consecutive hours or more in one day may be assigned a break period for which they are not paid. At the discretion of the supervising administrator, employees can be assigned a break of less than 30 minutes. An assigned break of less than 30 minutes will be with pay.

Absenteeism and Tardiness

Employees who will be absent from or late to work, must notify their supervisor, or, if not available, the administration office, as soon as possible but no later than their scheduled time to report.

A recommendation for termination will be made to the board for any employee that does not notify the district of his/her absence for three (3) consecutive days.

Personnel Policies

1. Use of phones, including cell phones, and computers for personal matters during working hours is discouraged. Cell phone use (voice or text) is prohibited when driving.
2. Personal visitors, including family members, are discouraged from being present at the job site while you are on duty.
3. The unauthorized use of school vehicles or other equipment for personal use is prohibited.
4. A purchase order approved and signed by the Director is required to purchase materials and supplies.

5. The district prohibits accepting favors, gifts, or gratuities valued at more than \$2.99 from vendors. When such advantage is offered it should only be accepted if it is of direct benefit or use to students. (board policy 402.4)
6. Seat belt use is required when driving or riding in a school vehicle.
7. Employees are expected to dress, groom and conduct themselves in a manner appropriate to the educational environment.

Employee Conduct and Discipline

The public expects high standards of conduct for public employees. The morale and integrity of an organization are affected by the conduct of those within the organization. The Administration promotes the benefits of a positive climate in the workplace. We are concerned for the health and well-being of the employees. Failure to uphold proper conduct may result in disciplinary action or termination. Improper conduct includes:

1. Disorderly conduct on the schools' premises which includes fighting, attempting bodily injury, or using abusive or threatening language toward others.
2. Insubordination; including, but not limited to: refusal or intentional failure to perform assigned work.
3. Having possession of, or reporting to work under the influence of, tobacco, alcohol, drugs, or other controlled substances. (board policies 403.6 and 905.2)
4. Carrying weapons while on the premises.
5. Falsification of records or reports.
6. Continuous complaining about the job, other personnel, or the school policies while on duty to the extent that it disturbs other employees or disrupts the work place. Complaints will never be made in the presence of other employees, students or outside persons, to include social media. (board policy 401.4)
7. Use of district-provided technology inconsistent with approved network guidelines.

Employee Concerns

Employees should follow the following process to address their concerns:

Level One Principal or Immediate Supervisor (Informal)

An attempt shall be made to resolve the grievance through an informal, verbal discussion between the staff member and his or her principal or immediate supervisor within five working days of the action that caused the concern.

Level Two Principal or Immediate Supervisor (Formal)

If, as a result of the informal discussion with the principal or immediate supervisor at Level One a concern still exists, the employee should complete the Grievance Form (Exhibit B). The completed form shall be given to the principal or immediate supervisor within five working days of the informal discussion (Level One). The principal or immediate supervisor shall respond in writing on the grievance form within ten (10) working days.

If the employee is not satisfied that their grievance has been resolved or if the Principal or Immediate Supervisor has not responded within the ten (10) working day period, the grievance will move to Level Three.

Level Three Administrative Office

The concerned employee shall provide a copy of the completed Grievance Form to the Director of Human Resources. The Director of Human Resources will meet with the concerned employee within ten (10) working days of receipt of the completed form. Within ten (10) working days following such meeting the Human Resources Director shall provide the employee a written response to the complaint/grievance.

If the employee is not satisfied that their grievance has been resolved or if the Director of Human Resources has not responded within the ten (10) working day period, the complaint/grievance will move to Level Four.

Level Four Superintendent

The concerned employee shall provide a copy of the completed Grievance Form to the superintendent. The superintendent will meet with the concerned employee within ten (10) working days of receipt of the completed form. Within ten (10) working school days following such meeting the superintendent shall provide the employee a written response to the grievance. The decision of the superintendent is final.

The purpose of this procedure is to have the concern resolved at the closest possible administrative level.

Activity Passes

Employees with an employee ID may use it to gain admittance to District activities.

The employee ID will admit the employee and spouse or his/her adult guest to all activities unless otherwise noted. This pass is not valid for children of the employee to use.

The abuse of this pass privilege may result in disciplinary action.

Working Conditions

The Board of Directors recognizes its responsibility to provide a healthy, safe and productive environment in which to work and learn. In meeting this responsibility, the Board directs that drug-free (including tobacco, alcohol, drug, other controlled substances or look-alikes) environment be established and maintained on all school premises. "Premises" includes all buildings, grounds, and vehicles of the District or on school grounds.

During hazardous weather conditions, the district will work with employees to get them home safely while balancing the needs of the program. Time not worked due to weather will be without pay unless available leave is requested and granted.

V. Salary Administration

The salary schedules of various groups are determined each year by the Board of Directors after receiving recommendations from the District. The District considers the financial condition of the system, the comparable salaries of other schools, and conditions of the local economy in establishing salaries.

Eligibility for salary advancement is subject to satisfactory performance and the director's recommendation. Salary advancements will be effective based on the dates listed.

Exhibit C Pay Rates summarizes the base pay rates approved.

Longevity Incentive

Regular employees will earn an additional \$0.25/hour for every five (5) consecutive years of employment completed within the same department as of September 1 of each year and an additional \$0.50/hour after ten (10) consecutive years of employment within the same department as of September 1. (example: \$0.25 – 5 years; \$0.50 – 10 years; \$0.25 – 15 years, \$0.25 - 20 years, \$0.25 – 25 years, etc.)

Differential Pay

Custodial employees will earn differential pay.

For purposes of differential pay, there are three shifts:

Shift One	5:30am – 2:00pm
Shift Two	2:00pm – 10:00pm
Shift Three	10:00pm – 5:30am

- A \$0.10/hour differential will be added to an employee's hourly rate for shift two.
- A \$0.20/hour differential will be added to an employee's hourly rate for shift three.

Differential pay is not paid for sick leave, holidays, vacations, or other paid leaves.

Hourly Minimums

1. Director Call Back: Facilities employees and Transportation mechanics will be paid a two-hour minimum when called backed to work on site by their Director. The rate paid for these hours will not be less than 1½ times the employee's normal hourly rate unless the emergency call back is on Sunday when the pay will be 2 times their normal hourly rate.
2. Facility Rentals to Outside Groups: Employees will be paid a two-hour minimum when they are assigned to work related to facility rentals to outside groups outside their normal working hours. The rate paid for these hours will not be less than 1 ½ times the employee's normal hourly rate unless on Sunday when the pay will be 2 times their hourly rate.
3. If school is cancelled due to weather and the notification is less than 30 minutes before a food service employees' scheduled work time, they will be paid a 2-hour minimum.

Substitute Food Service Manager and Head Custodian

If an employee is **directed by their supervisor** to substitute for a kitchen manager or head custodian, they will receive kitchen manager/head custodian pay.

Bus Routes

1. Morning and afternoon routes will be guaranteed for a minimum of two hours pay each. Special education noon routes will be guaranteed for a minimum of one and one half hours of pay. If school is cancelled due to weather and the notification is less than 30 minutes before individual drivers scheduled route time, drivers will be paid their 2-hour minimum.
2. Route definition: A route is any guaranteed period of time which a driver is assigned to transport students to or from school. Drivers may be assigned a morning route, an afternoon route, or both. A route does not include posted activity trips. The Transportation Director has the right to assign additional responsibilities to the driver during a regular route guaranteed period of time.
3. Drivers will be expected to perform pre-trip checks, clean and fuel the bus, drive the route, and perform post-trip duties within the guaranteed hours for the route. If additional time is needed due to emergency situations during the route, the driver will be paid accordingly.
4. The activity rate per scheduled rate (see Exhibit C) will apply to all extra trips. All posted activity trips driven will be guaranteed a minimum of one and one-half hour. A driver's route pay will apply to evacuation drills. An additional \$1.50 per hour will be paid for activity trips over ten (10) consecutive hours that do not require an overnight stay.
5. Any posted activity trip that is cancelled due to weather without the driver receiving a one-hour notice, prior to departure time, will pay one and one-half hour.

6. Any posted activity trip that is cancelled for any other reason than weather will pay 50% of the estimated activity trip hours up to four hours or a minimum of one and one-half hour whichever is more.
7. Overnight meal reimbursement: Drivers will be provided a per diem allowance for meals and incidental expenses (M&IE) as determined by the US General Services Administration (GSA) when overnight travel is required.
8. If a driver is unable to drive the regular route due to driving an activity trip, then the guaranteed time will be paid according to the regular route rate; the remainder of the activity trip will be paid by the activity rate.
9. Drivers will be paid a minimum of one hour for any scheduled meeting cancelled without twenty-four (24) hour notification.
10. Driver's meetings: An annual schedule of driver meetings will be provided by August. Reasonable notice will be given of any changes to the meeting schedule if necessary at the discretion of the Transportation Director. These meetings are mandatory.
11. The Transportation Director has the right to limit hours worked in a twenty-four hour period at their discretion.
12. Iowa Administrative Code IAC 43.10(4) requires a faculty member, school employee, or authorized adult volunteer to supervise pupils on activity trips. The school bus driver will not be asked to serve as the supervisor on an activity trip.
13. Only students required on an activity bus or those students or chaperones with permission of the Activities Director, Principal, or Transportation Director will be allowed to ride on the activity bus.

Job Descriptions

There are written job descriptions to explain the responsibilities and/or work requirements of the various categories. Job descriptions are written and updated as needed. The primary purpose of job descriptions is to provide employees with information regarding what is expected in their job performance, to evaluate jobs accurately, and to recruit personnel for job openings.

Job Evaluation

Using the job descriptions and management input, individuals are evaluated as scheduled to determine if they will be recommended for renewal. The supervising administrator is responsible for the basic evaluation. (board policy 411.7)

Transfers from One Job Category to Another

If an individual is assigned to a different job category, the appropriate salary shall be determined by the district for that position and reviewed with the employee accepting the new position prior to placement.

Overtime

The District will pay 1 ½ times the hourly rate for time worked over forty (40) hours per week including paid holiday hours.

In addition:

- Transportation employees will be paid 2 times the activity rate for activity trips scheduled on Sundays. (This also applies to continuation of a trip if driving from Saturday night into Sunday morning.)
- Food service employees will be paid 1 ½ times their hourly rate for hours scheduled, outside their normal work schedule, after 4:30pm or on Saturdays. Food service employees will be paid 2 times their hourly rate for hours scheduled on Sundays.
- If an employee takes leave during a week, their leave will be reduced if the employee's hours for the week exceed forty (40) hours.

Pay Period

All personnel are paid on the 20th of each month. If the 20th falls on a weekend, it will be the Friday before.

Uniforms

Facilities Employees: The district will provide five shirts for new employees and two new shirts for current employees annually. The district will provide a reimbursement allowance of up to \$200 for pants and/or safety shoes annually. Reimbursements require proof of purchase and sales tax will not be reimbursed.

Food Service Employees: The district will provide five shirts for new employees and two new shirts for current employees annually. The district will provide an allowance of up to \$200 annually for new and continuing employees for the purchase of pants and/or shoes (or shoe inserts). Reimbursements require proof of purchase and sales tax will not be reimbursed. The District will provide two uniform tops to substitutes annually at no cost to the employee.

Transportation Employees: The District will reimburse the mechanic and part-time mechanic/bus driver annually for one pair of safety shoes up to \$210. Jackets will be provided to new bus drivers. Replacement jackets will be provided every two years. Drivers are expected to wear the jackets or identification badge on all activity trips (for sub drivers, ID badges will be returned at the end of their shift).

- Retired drivers will be provided a jacket that recognizes their years of service to the district.
- No driver will be allowed to have more than two (2) jackets at one time. Drivers with more than two jackets are required to turn the extra jackets into the District.
- All drivers are expected to use discretion where and when it is appropriate to wear the jackets issued by the district.

VI. Employee Benefits

Vacation

1. Vacation days will be granted to eligible employees on July 1 of each year. Employees will have until September 30 of the following year to use vacation days. Vacation days will not accumulate from year to year.
2. Upon initial employment, vacation days are earned beginning with the first full month of employment.
3. Employees hired after July 1 will have their first year of vacation days prorated.
4. Vacation will be prorated if employment terminates prior to year-end.
5. Employees will be paid for unused vacation earned when employment terminates prorated to the fraction of the year which the employee was actually employed.
6. Vacation requests are subject to approval.
7. The District retains the right to limit use of vacation days particularly the week before the start of school, the first week of school, and the last week of school.

On-Site Supervisors, fulltime facilities employees, food service warehouse operator, fulltime/twelve-month secretarial employees and the fulltime bus mechanic will be granted fifteen days of vacation annually. Upon completion of five full years of full-time employment (based on date of hire by the Board) one additional day for each additional year worked, up to a total maximum of twenty-five days, will be granted.

Kitchen Supervisors that are assigned to work more than 8 weeks for the summer meal program as the Kitchen Supervisor will have five (5) eight (8) hour days of paid vacation for use during the summer meal program (between June & mid-August).

Holidays

The District provides paid holidays to eligible employees. Exhibit D Holidays summarizes the paid holidays provided to eligible employees.

Employees who are veterans may have Veterans Day off. Employees may be asked to document proof of their veteran status. The time off will be without pay unless the employee requests to use other available paid leave.

Employees who are directed by their supervisor to work hours on any of the paid holidays will be paid straight time in addition to the holiday pay (double time).

Leaves of Absence

1. Sick Leave

- a. Public school employees are annually granted 15 days leave of absence for illness or injury with full pay.
Individuals employed after July 1 of each year will receive a prorated amount of leave for the first year based on the number of months employed.
- b. The unused portions shall be cumulative to a total of one hundred thirty-five (135) days.
- c. Former employees, who left the district employment and are rehired within one year, will be granted accumulated sick leave at the time of their employment separation not to exceed one hundred thirty-five (135) days.
- d. Employees may use their sick leave for the amount of time necessary to attend routine medical appointments. Employees are expected to return to work as soon as possible following their appointment.

2. Family Medical Leave

- a. Up to ten (10) days of leave with pay per year will be granted to an employee to care for an ill or injured spouse, child, parent, parent-in-law, grandchild, and/or brother or sister.
- b. These days will be deducted from the employee's sick leave.
- c. The birth of a grandchild is not considered an illness or injury.
- d. The employee will notify the director in advance except in cases of emergency.

3. Adoption

Up to six (6) weeks of leave with pay will be granted to an employee who adopts a child. Leave shall be deducted from the employee's sick leave. The employee will notify the supervisor in advance.

4. Bereavement

- a. Up to ten days of leave with pay will be granted per year, not to exceed 5 days leave per occurrence. These days are intended to provide employees the opportunity to attend visitations, memorial services, funerals and to grieve the loss. For other absences related to settling an estate or other related legal issues other leave must be used. In extreme circumstances, an employee may be granted more than the five consecutive days at the discretion of the School Business Official.
- b. Bereavement leave will be taken out of the employee's sick leave.

5. Personal Leave with Pay.

- a. "Meet and confer" school year employees who do not receive vacation will be granted two (2) working days per year, cumulative to four (4) as personal leave with pay. Any employee who has accumulated the maximum personal leave and who would otherwise lose accumulated leave will

receive a buy-back payment from the District computed at the employee's hourly rate of pay. The payment shall be made in the June check as follows:

<u>Year End Personal Days</u>	<u>Buy-Back</u>
4 days	2 days
3.5 days	1.5 days
3 days	1 day
2.5 days	0.5 day

- b. An employee will give the District at least two (2) days in advance except in case of an emergency.
- c. Said days are separate from and not to be counted as part of any other paid leave.
- d. Employees will not be compensated for unused days of personal leave with pay when employment terminates.

6. *Personal Leave without Pay*

- a. "Meet and confer" school year employees who do not receive vacation will be granted three (3) working days per year as personal leave without pay.
- b. An employee will give the District notice at least two (2) days in advance except in case of an emergency.

7. *Legal Requirement*

An employee may request discretionary leave with or without pay when legally required to appear in court or to attend to a legal matter at a stated time which falls within the school day wherein the employee is not a party. Other leave will be used in legal matters involving the employee.

8. *Jury Duty*

- a. An employee will be granted leave with pay to serve on a jury when required by law. Any pay received will be returned to the district.
- b. All leaves must be arranged with the District in advance.

9. *Professional Leave*

Professional leave with pay will be allowed as approved by the District.

10. *Religious Holidays*

When an employee's religion requires an employee to be absent from work, the employee may request and the school business official can approve leave. This leave will be without pay unless the employee elects to use other available paid leave. Such requests must be submitted in writing seven (7) days before the requested leave.

11. *Discretionary Leave*

Other leaves with or without pay may be granted at the discretion of the School Business Official if all other available leave has been exhausted.

12. *Extended Leaves*

- a. Employees may request an extended leave of absence. Requests for extended leave should be made to the School Business Official. No extended leave may be granted without Board approval. All extended leaves shall be without compensation or paid benefits, except when otherwise allowed at the discretion of the Board.
- b. When an employee returns from an approved extended leave, credit for years of service will be given for this leave if the leave was military, as required by law, and may be given if the leave was for educational improvement. The decision will be made at the time the leave is approved.

- c. An employee on leave shall be subject to the same consideration as other staff members when making staff transfers, reassignments and reductions.
- d. An employee granted a leave of absence will return to a position within the same job classification. The employee on leave shall notify the District by March 1 of his/her intent to return in the following year.
- e. A request for an extended leave shall be presented to the District at the earliest possible time. The granting of a leave may depend on the availability of a replacement.
- f. Insurance benefits at the employee's expense may be extended for the term of the approved leave subject to the regulations of the insurance contract.

Worker's Compensation

Employees may be eligible for Worker's Compensation benefits if injured while working. Within 24 hours of injury, a claim must be made and filed with the Administration Office (Reference: Board policy 403.2 Employee Injury on the Job).

Physical Examinations

The district may require medical evidence that the employee is able to perform their job, at the district's expense, at any time in the district's discretion.

1. Child Care

- As a requirement of licensing, child care employees are required to pass a physical examination before permanent employment is granted. They are also required to have a physical examination every three years (or as required by law), which shall include a screening and may include a test for tuberculosis.
- The district has contracted for the required physical for Child Care employees not eligible for group insurance coverage at no cost to the employee. Employees that have physicals completed with another vendor are not eligible for reimbursement of the cost.

2. Transportation

- Each employee is required by law to pass a DOT physical examination before permanent employment is granted. Employees are also required to have a DOT physical examination at least every other year and as directed and to obtain a "Medical Examiner's Certificate".
- Between May 15 and July 1 of each year, the school district shall annually contract for the required physical including the initial urinalysis at no cost to the employee. Any problems identified at this physical become the financial responsibility of the employee and his/her physician. Charges incurred from physicals received anywhere other than from the contracted provider will not be reimbursed.

Group Insurance Benefits

The following employees are provided the following district health, dental, life and long-term disability (LTD) insurance:

- Child Care On-Site Supervisors & child care employees scheduled to work 36+ hours/week
- Fulltime Facilities Employees
- Fulltime Kitchen Managers and the Food Service Warehouse Operator
- Fulltime Facilities Employees
- Fulltime Secretaries
- Fulltime Bus Mechanics and Part-time Mechanic/Bus Drivers

1. *Health and Dental Insurance*

The District's monthly contribution to these employees' insurance cost will be the rate of the PPO2500 plan per month. Employees that elect a health and dental insurance plan will have the option to take the unused portion of their monthly insurance allowance as a cash payment. Employees electing not to take a health and dental insurance policy will not have the option to take the unused portion of their monthly insurance allowance as a cash benefit. Employees electing not to take a health insurance policy will provide proof of group insurance to the district. Employees that decline health insurance will be required to sign an annual waiver.

Insurance costs may be prorated for employees who are not paid over a twelve (12) month period.

2. *Life Insurance*

The District shall provide these employees a \$15,000 term life insurance policy. Benefits are subject to the policy provisions.

3. *Long-Term Disability (LTD)*

The District shall provide these employees access to a long-term disability plan. The coverage shall be 60% of the employee's covered wages. Such employees are required to purchase the long-term disability plan available. Such employees will receive additional compensation equivalent to the LTD premium. The premiums paid by such employees for the LTD insurance cannot be withheld on a pre-tax basis. These benefits begin immediately following an employee's depletion of accumulated sick leave (up to a maximum of 135 days in a school year). Benefits are subject to the policy provisions.

The following part-time employees are provided the following life and long-term disability (LTD) insurance:

- "Meet & Confer" employees that regularly work at least 20 hours per week

1. *Life Insurance*

The District shall provide these employees a \$15,000 term life insurance policy. Benefits are subject to the policy provisions.

2. *Long-Term Disability (LTD)*

The District shall provide these employees access to a long-term disability plan. The coverage shall be 60% of the employee's covered wages. Such employees are required to purchase the long-term disability plan available. Such employees will receive additional compensation equivalent to the LTD premium. The premiums paid by such employees for the LTD insurance cannot be withheld on a pre-tax basis. These benefits begin immediately following an employee's depletion of accumulated sick leave (up to a maximum of 90 days in a school year). Benefits are subject to the policy provisions.

Voluntary Benefits

Voluntary benefits are available to all staff, excluding substitute staff. The premiums paid by such employees for these benefits will be withheld on a pre-tax basis if eligible unless otherwise directed by the employee.

IPERS Retirement Program

IPERS is a defined-benefit retirement program. Most public employers in Iowa are mandated by state law to participate in IPERS. This includes public schools. Employees and their employers contribute to IPERS a set percentage of employees' wages.

Contribution Rates July through June

Member Share	6.29%
Employer Share	9.44%
Total	15.73%

Exhibit A

Indianola Community School District Meet and Confer Employees Definition of Support Personnel

Employment Status		Child Care	Facilities	Food Service	Secretarial	Transportation
Full Time	Full Year	Employed to work 12 months and scheduled at least 40 hours per week on a regular basis	Employed to work at least 260 days and at least 40 hours per week on a regular basis		Employed to work at least 260 days and at least 30 hours per week on a regular basis	
	School Year			Employed to work at least 180 days and at least 30 hours per week on a regular basis	Employed to work at least 180 days and at least 30 hours per week on a regular basis	Employed to work as bus route driver at least 180 days at least 30 hours per week on a regular basis
Part-Time		Employed to work at least 180 days and scheduled no more than 30 hours per week on a regular basis		Employed to work less than 30 hours per week on a regular basis or less than 180 days per year	Employed to work less than 30 hours per week on a regular basis or less than 180 days per year	Employed to work as bus route driver less than 30 hours per week on a regular basis or less than 180 days (220 days for year-round routes) per year

Exhibit B

**Indianola Community School District
Meet and Confer Employees
Grievance Form**

Describe the incident or occurrence as fully and accurately as possible (attach additional sheets if necessary):

What remedy are you requesting?

Immediate Supervisor's response

Employee Name

Employee Signature

Supervisor Signature

Date of Filing

Date of Receipt

Exhibit C

Indianola Community School District Meet and Confer Employees

2025-26

Child Care		Rates	Facilities	Rates
Fulltime			Full-time Custodians	22.30
On Site Supervisor		21.60		
			Head Custodians	
			Elementary School	24.35
Other			Middle & High School	26.85
Summer Leader		15.40	Warehouse Operator	24.90
Child Care Provider - CDA		18.40	Facilities Mechanic 1	24.90
Child Care Provider		16.40	Environmental Systems Mechanic	32.80
			Systems Control Technician	47.25
Students				
High School		12.90	Seasonal Labor	16.00
College		13.90		
			Secretaries	Rates
Food Service		Rates		
			School Year & Full Year	24.85
Food Service Employee		18.25		
			Transportation	Rates
Kitchen Managers				
	Elementary School	24.35	Route Bus Driver	23.30
	Middle & High School	26.85	Van Route Driver	17.75
			Activity Driver	17.75
Food Service Warehouse Operator		24.90	Part-Time Mechanic/Bus Driver	23.20
Summer Kitchen Manager		25.60	ASE Master Certified Mechanic	34.70
Summer Food Service Employee		18.25		

Exhibit D

Indianola Community School District Meet and Confer Employees Paid Holidays

Staff	Child Care	Facilities	Food Service	Secretarial	Transportation
<i>Full-Time Year Round</i>					
Full-Time Mechanic					9
Full-Time Contracted	9	9		9	
Warehouse Operator			9		
PT Mechanic/Bus Driver					7
<i>Full-Time Less than 12 months</i>					
Kitchen Managers			7		
Secretaries				7	
<i>Part-Time</i>					
Bus Drivers					3
Other Contracted	3		3	3	

Holidays			
Days	9	7	3
Holidays	New Year's Eve, New Year's Day, Memorial Day, Independence Day, Christmas Eve, Christmas Day, Labor Day, Thanksgiving Day, Thanksgiving Friday	New Year's Day, Memorial Day, Christmas Eve, Christmas Day, Labor Day, Thanksgiving Day, Thanksgiving Friday	Thanksgiving Day, Christmas Day, New Year's Day

If a paid holiday falls on a regularly scheduled work day, the supervising administrator may select an alternate date to recognize as the holiday.

Exhibit E

Indianola Community School District Meet and Confer Employees Network Guidelines

The ICSD computer network (including the Internet, intranet, and e-mail) is integral to the accomplishment of the district's mission. ICSD employees will use computers and related network activity in a responsible, efficient, ethical, and legal manner. These guidelines apply to in-office and remote access use. ICSD characterizes as unethical and unacceptable, and cause for taking disciplinary action, removal of networking privileges, and/or legal action, any network activity through which an individual/employee:

- violates such matters as institutional or third party copyright or patent protection and authorizations, as well as license agreements and other contracts;
- seeks to gain or gains unauthorized access to information resources;
- uses or knowingly allows another to use any computer, computer network, computer system, program, or software to devise or execute any artifice or scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations;
- without authorization destroys, alters, dismantles, disfigures, or prevents rightful access to or otherwise interferes with the integrity of computer-based information and/or information resources;
- without authorization invades the privacy of individuals or entities that are creators, authors, users, or subjects of the information resources;
- violates any US or state laws;
- violates any ICSD procedures, guidelines, or board policies;
- uses profanity, obscenity, or otherwise objectionable language in either public or private messages;
- copies software in violation of the copyright law;
- uses the network for financial gain, for commercial activity, or for any illegal activity;
- interferes with or disrupts network users, services, or equipment;
- distributes unsolicited advertising;
- knowingly propagates computer worms or viruses;
- uses the network for extensive personal use;
- uses the network for any privately-operated business;
- uses the network to make unauthorized entry to other computational, information, or communications devices or resources;
- uses the network to knowingly access or download pornographic or other offensive information.

Access to the district network is not intended to provide staff with personal, recreational Internet or e-mail access. The person in whose name an account is issued is responsible at all times for its proper use. ICSD will monitor the usage (direct or remote) of the network to ensure equitable, adequate access for all district users and compliance with board policy and these guidelines. ICSD employees may not assume privacy in any electronic communications. Persons with system privileges may access a district employee's electronic files.

Exhibit F

Indianola Community School District Meet and Confer Employees Payroll Guidelines

GENERAL GUIDELINES

- All employees are paid monthly.
- Changes in payroll deductions can be made through the 7th of each month.
- More than one family member may be an employee of the school district. It is 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 of more than one individual in a family is on the basis of their qualifications, credentials, and records. (Board policy 401.3)
- All employees are required to be evaluated annually.
- Only the Board can hire or terminate employees.
- Anything provided to employees (Chamber bucks, gift certificates, etc.) for work done is considered compensation and is taxable. (Contact Administrative Office prior to such arrangements).
- Employees are responsible for notifying the Administrative Office of address changes.
- Direct deposit is required for employees
- Administrative Office needs to be notified within 24 hours of an employee injury.
- Administrative Office needs to be notified within 24 hours if an employee uses three or more consecutive days of work due to their personal illness/injury or that of an immediate family member.
- New staff members need to have payroll paperwork completed and turned into the Administrative Office prior to the 7th of the month in order to be paid in that month's payroll.

HOURLY EMPLOYEES

- Time worked by hourly employees must be reported through the online absence system.
- An administrator is required to verify time reported prior to processing at Administrative Office. The administrator's approval serves as verification that the hours indicated were worked.
- Child care, facilities, food service, secretarial and transportation employees are covered by the Meet & Confer employee handbook that addresses their compensation and benefits.
- Associates, both transportation and classroom, are covered by the Indianola Education Association Master Contract which addresses their compensation and benefits.
- Hourly employees are paid overtime for time worked over 40 hours/week in any department or combination of departments.
- Hourly employees that qualify for breaks are obligated to take the break they are eligible near the middle of their shift. Breaks cannot be used to delay the start or shorten the end of a shift.
- Hourly employees will not receive compensation for paid leave unless a leave request is submitted to the online absence system & approved by the supervising administrator based on timelines set.
- Hourly employees are not paid for time not worked (i.e. weather-related dismissals)
- Hourly employees cannot volunteer to do their own job.
- All overtime requires prior approval by an administrator.

Exhibit G

Indianola Community School District Meet and Confer Employees Summary of District Procedures

Human Resources

- Open positions are emailed to employees and posted on the district website
- State law requires all employees to be evaluated annually
- Notify Stephanie Montgomery at the Administrative Office of name or address changes
- Employees are paid monthly
- Eligible employees have until September 30th of the following year to use carryover vacation balances
- All employees are subject to the Iowa “gift law”
- Background checks are required for all paid employees

Payroll/Employee Benefits

- Hourly employees are expected to use the time clock to record hours worked
- Hourly employees are expected to review their hours on a weekly basis and notify their supervising administrator of any discrepancies
- Compensatory time is not allowed
- Flex time is allowed within the same week with administrator approval
- Hourly employees cannot volunteer to do their own job
- Compensation for time worked must be processed through payroll
- Direct deposit is required
- New staff members need to have payroll paperwork completed and turned into Administrative Office prior to the 7th of the month in order to be paid in that month’s payroll

Accounting

- Purchase orders are required except for payroll, employee reimbursements, internal requests
- Purchase orders are processed electronically
- Sales tax is not reimbursed
- Copies of voided POs should be forwarded to the Administrative Office marked “void”
- Building Principal/Program Director signatures are required for the Administrative Office to process POs (Online requisitions include signatures)
- No personal purchases on district POs or district accounts
- Credit card receipts cannot be used to request reimbursement
- Mileage reimbursement will be the lower of the maximum allowed by the IRS (Internal Revenue Service) or the rate on July 1 of each year
- A daily allowance is provided for out-of-state travel meals and incidentals that require overnight stay
- Meals are not reimbursed unless overnight stay is required
- Checks are processed weekly. Weekly deadline--Wednesday at noon
- Purchase orders (PO) are not paid without invoices unless the PO specifically indicates “pay from PO”
- Cash is never paid to students
- Gift cards are not allowed
- Deposits should be processed at least weekly
- No more than one day’s cash should be kept in the buildings overnight
- The district should not cash checks for district employees or students

- Requests for change boxes must come from an administrator and need to be made one week prior to needed date
- There must be “public purpose” for all district expenses
- Fundraisers require prior approval
- Funds raised must be deposited in school accounts

Transportation

- Activity trips requests should be forwarded ten days prior to the scheduled trip
- The names, grade levels and emergency contact information of all student on all trips must be submitted with the trip request
- Out-of-state travel requires the School Board’s approval
- A chaperone must accompany each trip (the driver is not the chaperone)
- Use of personal vehicles to transport students is not allowed without permission from the student’s parents and the Superintendent
- Employees who drive school vehicles will authorize an annual check their personal driving records
- Seat belt use is required when driving or riding in a school vehicle
- Cell phone use is not allowed (voice or text) when driving a school vehicle
- Employees that transport students in district vans will be required to obtain a chauffeur’s license (Additional cost paid by district)
- All children on the bus must be school-aged Indianola students
- HS/MS buses should be requested based on 52/bus; elementary buses should be requested based on 77/bus
- Any posted activity trip that is cancelled for any other reason than weather will pay 50% of the estimated activity trip hours up to four hours or a minimum of one and one-half hour whichever is more. *Note: This cost will be assessed to the group/school cancelling late.*

Facilities

- Candles are not allowed in public buildings
- Please turn lights off when you’re not in a room
- Lock doors when you leave the building (esp. nights and weekends)
- Employees should not be in the buildings from 12:00 am until 5:00 am without prior permission
- Extension cords must be UL-approved (typically these are round not flat). Cord caps should be three-pronged plugs. Do not daisy-chain multiple electrical strips
- Extension cords should only be used temporarily and put away between uses
- Items should not be stored in the way of electrical panels or fire exits
- Doors should not be held open with any type of wedge or other blocking device
- Appliances & LED holiday lights need to be plugged directly into wall outlets (no extension cords)
- All district buildings and grounds are tobacco/nicotine-free
- Proper storage of hazardous materials/chemical is required
- Science lessons should not result in uncontrolled burn or fireball
- Three (3) feet of clearance must be maintained in front of electrical panels
- Do not let anyone else use your keys/access cards to the buildings
- Employees’ children should be supervised at all times
- The district is not responsible for lost or stolen personal items
- Personal appliances are discouraged
- Requests for facility usage should be coordinated through the activities office