

# **COLUMBUS COMMUNITY SCHOOL DISTRICT**



## **CLASSIFIED EMPLOYMENT HANDBOOK**

**(Associates, Building Secretaries, Bus Drivers,  
Custodian/Maintenance, Technology Specialists and Food Service  
Workers)**

**Equity Statement:** Columbus Community Schools does not discriminate on the basis of race, color, creed, national origin, religion, gender, disability, sexual orientation, gender identity, age, political party affiliation, or marital status in admission or access to, or treatment in, its educational programs, hiring practices, and activities. If you have questions concerning these policies or practices, please contact Kyle Reeve, 1212 Colton St., Columbus Junction, Iowa 52738, 319-728-9107.

## **ELIGIBILITY**

To qualify for the benefits in this handbook the classified employee must have a letter of employment or have a bus driver contract, and:

- Technology Specialists, Custodians/Maintenance Workers, and Building Secretaries must work at least 40 hours per week during ten (10) months of the year or more.
- Associates and Food Service Workers must work at least 30 hours per week during the normal student school year.
- Bus Drivers must be a regular route driver under contract with the district.

## **HOLIDAYS**

To qualify for holiday pay, an employee must work a 12-month work schedule (260 days or more).

There are nine (9) paid holidays:

- Independence Day
- Labor Day
- Thanksgiving
- Friday following Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Day
- Good Friday
- Memorial Day

In the event that school is in session on Good Friday, the employee may supplement a day of their choice in June.

## **VACATION LEAVE**

**Any two hundred sixty (260) day non-licensed employee hired prior to November 25, 2019 will receive 20 days of vacation each. Employees may carryover five days of vacation from one school year to the next. Upon resignation or termination, an employee will not be paid for any unused accumulated vacation.**

**Any two hundred sixty (260) day non-licensed employee hired after November 25, 2019 will be placed on a ninety (90) day probationary period. Following this period, the employee will receive one half day per month of vacation leave until the employee's one-year anniversary. After one year of employment, employees will receive one day per month until the employee's five-year anniversary. Employees will receive one and one-half days of vacation per month after the employee's five-year anniversary. Employees may carryover five days of vacation from one school year to the next school year. Upon the resignation or termination, an employee will not be paid for any unused accumulated vacation.**

**To request vacation leave, the employee shall enter their leave request through Absence Management System at least one week prior to the leave. A link to the Absence Management System is available under the For Staff menu on the District's website. When the vacation leave request is submitted, it will be provided to the employee's direct supervisor, the Human Resources Manager, and the Superintendent for review and approval. The District understands that an employee may not be able to submit a vacation leave request at least one week prior to the leave in an emergency and will take that into consideration when deciding whether to approve or deny the employee's vacation leave request. Any request by an employee to use vacation leave for more than five consecutive work days also will require the employee to meet with the superintendent for approval in advance.**

## OTHER LEAVES

The various leaves described below are for all groups that meet eligibility requirements. The following leaves must be taken in no less than 1/2-day increments:

**Sick Leave** - Employees will be granted ten (10) days of sick leave the first year of employment. Continuing employees will receive eleven (11) sick leave days the second year, twelve (12) the third year, thirteen (13) the fourth year, fourteen (14) the fifth year and fifteen (15) each year thereafter. Total accumulation of sick leave will be 90 days. Up to five (5) sick leave days may be used for family sick leave. This includes the illness of the employee's parent, spouse, or child.

Any employee who has accumulated more than 90 days of sick leave as of 6-10-97 will not lose those days. Should they ever fall below 90 days; the maximum sick leave allowed to accumulate will be 90. Sick leave shall be paid where doctor appointment or illness or injury results in inability to work to the extent of the unused accumulated sick leave of the employee. The superintendent, or his/her designee, may require such proof, as he/she deems necessary.

2. **Bereavement Leave** - Five (5) school days of bereavement leave will be allowed for the funeral of the following relatives of the employee (not cumulative): husband, wife, child, parent, parent-in-law, son-in-law, daughter-in-law, niece, nephew, grandparents, grandchildren, grandparent-in-law, brother, sister, brother-in-law, sister-in-law, aunt, uncle, other relative living in same house as employee, and other relatives standing in loco parentis, provided the leave is approved by the Superintendent.
3. **Personal Leave** - A regular employee of this school district shall be granted two (2) days personal leave during each school year (not cumulative).
4. **Jury Duty** - Any employee called for jury duty during school hours may be released with pay; however, any remuneration received for jury duty shall revert to the district.
5. **Absence Not Covered by Leaves** - 'Leave without Pay' is granted on a case-by-case basis by the Superintendent. If approved, the appropriate time will be deducted for any hours of absences not covered by leave. All available paid leave shall be exhausted prior to granting leave without pay. An employee on any leave without advance approval may be immediately terminated.
6. **Maternity Leave** - Pregnancy related disability is entitled to sick leave in the same manner and to the same extent as any other disability. The Family Medical Leave Act (FMLA) allows employees to be gone from work for a period of twelve (12) weeks. The use of sick leave for the recovering health of the mother is allowed up to six weeks if the employee has the sick leave available. Leave beyond six (6) weeks is allowed with pay if sick leave exists and the employee has a doctor's note. Leave beyond sick leave can occur up to the 12 weeks, but is without pay.
7. **Miscellaneous Leave** - Employees may be granted other leaves of absence for good reason with pay or without pay upon making a written request to the Superintendent and this request shall be granted or refused at the discretion of the Superintendent.

## WORKER COMPENSATION INJURY OR ILLNESS

Initial treatment of any work-related injury or illness must be provided by physicians employed at the Columbus Junction Medical Clinic. Failure to follow procedure may result in non-payment by the district's worker compensation carrier. All related costs would then become the responsibility of the employee.

## **Sick Day Leave Buy Back**

Available to classified staff who have completed at least fifteen (15) years of continuous service to the Columbus Community School District and who are leaving the district.

A. Fifteen (15) to nineteen (19) years in district: Buy back rate of 25% of current applicable substitute rate based on the number of unused sick leave days accumulated up to 90 days.

B. Twenty (20) years or more in district: Buy back rate of 50% of current applicable substitute rate based on the number of unused sick leave days accumulated up to 90 days.

The sick day leave buy back option will not be available to any employee who is discharged for cause.

## **INSURANCE PROGRAM**

Some existing employees have access to the insurance program due to past practices. Prior existing arrangements for health and/or dental before the 2003-2004 school year will be honored until the employee resigns or drops the benefit arrangement.

**This provision applies only to employees who work 195 days or more yearly.**

- Single health coverage for the individual employee is as outlined in the Group Product Summary for Columbus Community Schools. Family coverage is available, but the employee will pay the premium difference between single and family coverage.
- Single dental coverage for the individual employee is as outlined in the Group Product Summary – Columbus Community Schools. Family coverage is available, but the employee will pay the premium difference between single and family coverage.
- The employee shall receive an employer-paid life insurance policy of \$5,000.
- The district pays disability coverage for the individual employee.
- Each employee shall be covered by Workman's Compensation paid by the District. The amounts payable under sick leave shall be **reduced** by amounts payable under Workman's Compensation.
- All employees shall be covered by a school-financed liability insurance covering job-related performance of duties.
- The district provides a Flexible Benefit Plan subject to IRS regulations and plan documents.

## **RULES CONCERNING OVERTIME**

Overtime pay is paid to employees who are in a qualifying group deserving overtime and who have worked beyond 40 hours in a week's time period. Hours worked beyond the 40 hours are paid at the time and one-half rate of the individual's pay.

All overtime hours must have advanced written approval by a building principal, supervisor, or superintendent. Working unauthorized overtime may result in disciplinary action.

## **CONDITIONS OF EMPLOYMENT**

**Associates, Food Service Workers, Building Secretaries, Custodians/Maintenance Workers, and Technology Specialists**

The conditions of this employment cease on or before June 30 on an annual basis. Either the employee or employer may terminate this employment relationship by giving ten (10) days written notice, provided, however, this provision shall not in any way affect the right of the District, if it so elects to terminate immediately for proper cause.

**Bus Drivers**

The conditions of this employment cease on or before June 30 on an annual basis. The contract may be terminated by either the employee or employer for any reason by giving thirty (30) days written notice to the other party; provided, however, this provision shall not in any way affect the right of the District to terminate the contract immediately for reasonable cause.

**Revised: 11/19**