

**GENERAL EMPLOYMENT INFORMATION HANDBOOK
12-MONTH CLASSIFIED**

**MARSHALLTOWN COMMUNITY SCHOOL DISTRICT
317 COLUMBUS DRIVE
MARSHALLTOWN, IOWA 50158**

The Marshalltown Community School District does not discriminate on the basis of race, creed, color, religion, national origin, sex, age, sexual orientation, or physical or mental disability. The District is an Affirmative Action/Equal Employment Opportunity employer.

Inquiries and grievances may be directed to the Lisa Glenn, Equity Coordinator, MCSD, 317 Columbus Drive, Marshalltown, IA 50158 (641-754-1000) or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, MO.

REV: 11/07

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CONTRACT

All secretarial/clerical employees are asked to sign a contract upon initial employment with the District and upon each succeeding year of employment thereafter. The contract will state the rate of pay per hour, the hours of work assigned each day and the number of days to be worked to complete the contract. The contract is a commitment by the employee to complete the work schedule set forth in the contract and a commitment by the District to compensate the employee for the time designated in the contract. Additional employment benefits are not listed in each individual contract, but are explained in the GENERAL EMPLOYMENT INFORMATION HANDBOOK.

PAYROLL

Contract payments are made in twelve (12) equal installments beginning in July of each new contract year. The total number of contract days (including holidays and vacation days) is multiplied by the number of contract hours per day and then multiplied by the contract hourly rate of pay to determine a total contract amount. This amount is divided by twelve (12) to arrive at the monthly contract payment amount. All employees are paid on the last business day of the month and direct deposit stubs/checks are distributed to employees at their work sites. Direct deposit is a benefit all new employees are required to take advantage of by completing an Authorization Agreement for Automatic Deposit at their time of hire.

The following forms must be completed by the employee and filed with the Business Office before a paycheck can be issued:

Federal W-4 — Employee Withholding Allowance Certificate
Iowa W-4 — Employee Withholding Allowance Certificate
Federal I-9 — Employment Eligibility Verification
IPERS Membership Information and Beneficiary Designation Form
Authorization Agreement for Automatic Deposits

Other forms may also be required, but any additional forms will depend on the benefit options chosen by the employee at the time of employment.

It is the responsibility of the employee to keep the Business Office informed of any change of address or change in immediate family status. These types of changes can impact payroll calculations and distribution procedures. Changes to immediate family status include change of address, birth, death, marriage, divorce and/or adoption.

TIME SHEETS

Time sheets are to be filled in daily and mailed to the Business Office monthly according to the schedule of "cut-off" dates provided. The time sheet serves as a record of days worked and days missed due to illness or other

allowable leaves. Completed time sheets must be approved by the building principal or the employee's immediate supervisor. Any hours or days of work reported on the time sheet that go beyond those designated in the contract must receive prior approval from the Director of Human Resources before those hours will be paid.

Example:

- Worked the regular 8 hours on Monday.
- Worked 6 hours on Tuesday and took 2 hours of comp time.
- Worked 10 hours, the regular 8 hours and two hours of comp time, on Wednesday.
- Absent Thursday afternoon because of illness.
- Absent Friday because of family hospitalization leave (include relationship).

WEEK ONE

Hours Worked
(Enter number of regular hours worked only)
 Comp Time Hours + Worked / - Used
(Enter comp time only)
 Absence Hours
(Enter number of hours absent)
 Reason for Absence
(Enter reason for absence - use list a right)

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	8	6	8	4		
		-2	+2			
				4	8	
				SL	FH	

father

REPORT OF ABSENCE

Every absence from a regularly scheduled day of work or partial day of work must be recorded on a Report of Absence form. This form allows the employee to indicate the reason for the absence and the appropriate leave that should be applied. Report of Absence forms should be mailed to the Business Office with time sheets monthly according to the schedule of “cut-off” dates provided.

INCOME TAXES

All employees are subject to federal and state income withholding taxes as required by law. These income withholding taxes are based on employee income filing status and the number of exemptions claimed on the federal and state W-4 certificates.

IPERS

All regular employees are subject to membership in the Iowa Public Employees Retirement System (IPERS) and effective July 1, 2007, contribute 3.9% of their gross wage each calendar year. This contribution is deducted from the employee's paycheck each month. The District contributes to IPERS at a rate of 6.05% of the gross wage.

SOCIAL SECURITY

All employees are subject to social security tax (FICA) at the rate of 6.2% of gross wages up to the maximum wage base each year (\$97,500 in 2007). This tax is deducted from the employee's paycheck each month. The District contributes at the same rate of 6.2% of gross wages on the same wage base as the employee.

MEDICARE

All employees are subject to Medicare tax at the rate of 1.45% of all gross wages each calendar year. The wage base for the Medicare tax is not limited. This tax is deducted from the employee's paycheck each month. The District contributes at the same rate of 1.45% on total gross wages.

TSA

Twelve-month classified employees are eligible to participate in a Tax-Sheltered Annuity program. The selection of an annuity program for investment is totally an employee decision. Contributions to the selected program will be handled through payroll deduction. Employees must file a Salary Modification Agreement with the Business Office in order to authorize, terminate or change an annuity salary deferral. The agreement must be filed no later than the 15th of the month prior to the requested salary modification. As a general rule, the maximum amount that can be deferred to a tax-free annuity each calendar year is \$10,000.

UNITED WAY

Twelve-month classified employees are eligible for payroll deduction of United Way contributions. United Way contributions are spread over a calendar year, and enrollment takes place each fall for the following calendar year. Enrollment forms are provided by the Marshalltown Area United Way office.

HOSPITAL/MEDICAL INSURANCE

Twelve-month classified employees may enroll in the District's hospital/medical insurance program upon initial employment. The District will pay the cost of single coverage of the Alliance Select Plan for 12-month classified employees. This program includes a \$5/\$10 deductible prescription drug plan.

Group hospital/medical insurance premiums for dependent coverage may be deducted from the salary of the employee if family coverage is requested. If the option to enroll in the hospital/medical insurance program is not accepted upon initial employment, future enrollment may exclude coverage for pre-existing conditions.

Classified employees 55 years of age or older who are participating in the District's medical insurance plan can elect early retirement and can continue to carry, at their expense, the District's group health insurance for themselves and their spouse until reaching age 65.

DENTAL INSURANCE

Twelve-month classified employees may enroll in the District dental insurance program upon initial employment or during any subsequent annual enrollment period. The single dental insurance coverage will be paid by the District; family coverage is available at an extra cost.

VISION INSURANCE

Twelve-month classified employees may enroll in the District vision insurance program upon initial employment or during any subsequent annual enrollment period. The single vision insurance coverage will be paid by the District; family coverage is available at an extra cost.

AFLAC SUPPLEMENTAL INSURANCE

Twelve-month classified employees may enroll in supplemental insurance programs upon initial employment or during any subsequent 'late entrant' enrollment period. The cost of either single or family coverage will be deducted from the employee's regular monthly payroll. Plans offered: accident, cancer, hospital intensive care, recovery plus, term life and voluntary indemnity.

TERM LIFE INSURANCE

Term life insurance in the amount of \$20,000 will be provided by the District for all 12-month classified employees. The full premium for this insurance will be paid by the District.

DISABILITY INSURANCE

Long-term disability insurance with a benefit of 60% of covered monthly compensation will be provided by the District for all 12-month classified employees. This benefit becomes payable after a 120-day elimination period if the employee is medically certified to be unable to complete the employment contract. The full premium for this insurance will be paid by the District.

FLEXIBLE BENEFITS PROGRAM

All 12-month classified employees may enroll in the District's flexible benefits program. The District's plan year runs from January 1 through the following December 31 with enrollment election form to be completed by November 15 each year. The plan provides tax relief in two specific areas -- dependent care expenses, and unreimbursed medical expenses. If the employee must pay all or a portion of medical insurance premiums through payroll deduction, the employee may elect to have the premiums paid with pre-tax wages. If the employee must pay for dependent care in order to complete the employment contract, the employee may elect to have these expenses paid with pre-tax wages. If the employee has regular or unusual medical expenses that are not covered by an insurance program, the employee may elect to have these expenses paid with pre-tax wages. Specific details and enrollment information for this program are available from the Business Office.

EMPLOYEE ASSISTANCE PROGRAM

An Employee Assistance Program (EAP) is a professional, confidential counseling service available to all employees and their family members. This service is paid for by the District. Five visits/sessions are paid for each separate area of concern. Your concern can be work related to personal. Magellan Health Services, a private, national firm specializing in Employee Assistance Programs, is the provider. Magellan Health Services counselors/consultants are all experienced clinical professionals who have special training in employee assistance counseling.

The District has paid for a number of EAP sessions for problem assessment, supportive professional consultation, counseling, information and/or referral. If an EAP action plan calls for treatment by a community resource, the employee will be responsible for paying those fees. Your group health plan may cover some of those costs.

PHYSICAL EXAMINATION

A pre-employment physical examination is required of all District employees in accordance with the requirements

of the State of Iowa, Department of Education. Each employee may select their own physician and the results of the examination shall be submitted to the District on a form prescribed by the Superintendent. The District will assume \$50.00 of the cost for the initial employment physical examination required of all new employees.

OVERTIME

Compensation for work over forty (40) hours per week will be paid at a rate of one and one-half (1½) times the regular hourly rate of pay or compensatory time (comp time) may be granted at a rate of one and one-half (1½) hours for each hour of work for which overtime pay would normally be required. **All overtime work shall be approved in advance by the Director of Human Resources or designee.**

The District preference for compensating overtime hours is through the use of comp time as explained above. Comp time will be assumed for all authorized overtime hours unless the employee requests payment for the overtime hours in writing. A record of accumulated comp time will be maintained in the Business Office and reported to employees annually.

PAID HOLIDAYS

Twelve-month classified employees shall be allowed the following paid holidays:

Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Day
Good Friday
Memorial Day
Fourth of July

VACATION

Paid vacation time is based on the following schedule for 12-month classified employees:

After one year of service:	10 days vacation
2 - 3 years of service:	11 days vacation
4 - 5 years of service:	12 days vacation
6 - 7 years of service:	13 days vacation
8 - 9 years of service:	14 days vacation
10 - 11 years of service:	15 days vacation
12 - 13 years of service:	16 days vacation
14 - 15 years of service:	17 days vacation
16 - 17 years of service:	18 days vacation
18 - 19 years of service:	19 days vacation
20 or more years of service:	20 days vacation

A maximum of ten (10) vacation days may be carried forward and used in the year immediately following the year in which they were actually earned. Carryover days will be calculated as of July 31.

Twelve-month classified employees are to schedule vacations with the approval of their immediate supervisor. First year employees may not take vacation during the first year of employment. Vacation benefits are based on the

normal work day.

SICK LEAVE

Twelve-month classified employees shall be credited with fifteen (15) days of sick leave each contract year for personal illness or injury. These days will be available to the employee beginning with the first day of the annual contract. If the first contract day takes place after the beginning of the contract year, the number of sick leave days allowed will be pro-rated from the fifteen (15) days allowed for a full year of service. Unused sick leave days shall be accumulated from year to year to a maximum of two hundred (200) days. A report on the status of accumulated sick days will be provided to all employees annually.

FAMILY ILLNESS LEAVE

Twelve-month classified employees shall be allowed a maximum of five (5) days of leave in any one (1) school year in the case of hospital admittance, out-patient surgery, post-operative care, or hospice care of the employee's spouse, parent, spouse's parent, child, sister or brother. Absence for this purpose shall be without loss of pay and shall not be charged against the employee's accrued days of sick leave.

Twelve-month classified employees shall be allowed two (2) days of leave per school year to permit the employee to administer at home to the needs of the employee's sick minor child or children or to permit the employee to accompany a spouse, parent and/or a child for treatments in an outpatient status. This leave will not accumulate and will be charged against accrued sick leave.

JURY DUTY

Twelve-month classified employees called for jury duty or for a court appearance under subpoena (excluding cases in which the employee or the District is a party) shall be entitled to jury duty leave on the days required to appear in court. Employees shall receive the difference between their normal salary for that day and the compensation received by them for such jury service or court appearance.

MATERNITY LEAVE

Twelve-month classified employees shall be granted maternity leave as follows: Any pregnant employee who desires to continue the performance of her duties during the period of her pregnancy may continue to do so provided that her health and work efficiency are not affected and that she is physically capable to continue to perform her duties.

The determination of the commencement and termination dates of maternity leave shall be established after consultation with the employee, her personal physician and the Superintendent. If the employee plans to return to work following childbirth, she shall report to work within 28 days following a vaginal delivery or 42 days following a caesarean section, unless resumption of duties within that time period is not medically advisable, as hereinafter provided. The first day of the 28 day or 42 day period shall be the date of birth, provided the Employee did not work that day.

Paid sick leave benefits for maternity to the extent of an employee's accumulated earned sick leave shall be paid only during the time of the maternity leave, which shall be the time medically established for termination and recommencement of duties as hereinafter provided.

The employee shall submit a letter to the Superintendent with an estimation of the commencement date of the maternity leave. Where maternity leave has been approved, the commencement or termination dates thereof may be further extended or reduced for medical reason upon application of the employee to the Superintendent. An application shall be accompanied by the statement of the employee's physician. Such extension or reductions shall

be granted for the time medically indicated.

The determination of whether the employee is capable of continuing work during pregnancy or whether she is capable of returning to work following childbirth and whether her health and work efficiency will be adversely affected, shall be made in consultation with the Superintendent, the employee and, if necessary, the employee's physician and may also be in consultation with a physician of the Board's selection. In the event of a difference of opinion between the employee's physician and the Board's physician, a third physician (chosen by the Board and the employee or in the event they cannot agree, by the Marshall County Medical Society) shall render an opinion on the issue of medical capacity to continue or resume the performance of duties, which opinion shall be binding on the parties.

PERSONAL LEAVE

Twelve-month classified employees shall be granted paid, personal leave at the rate of one (1) day during each school year, except that employed personnel who have completed five (5) full years of employment with the district will receive two (2) days of personal leave during their sixth year of employment and every year thereafter. If the first contract day takes place after the beginning of the contract year, the personal leave day allowed will be pro-rated relative to the remaining portion of the contract year. Unused personal leave days shall be accumulated from year to year to a maximum of six (6) days. After six (6) days have accumulated, accrued personal leave days thereafter will be added to the employee's accumulated sick leave days, provided that the total number of accrued sick leave days shall not exceed two hundred (200). A report on the status of accumulated personal leave days will be provided to all employees annually.

Personal leave is to be used primarily for the purposes of transacting necessary business which cannot be conducted during non-school hours or on non-school days. Personal leave shall be at the discretion of the employee but in order to assure adequate staffing, any employee desiring personal leave shall submit a request for the same in writing to the building principal or their immediate supervisor at least five (5) days in advance of the requested leave day. In the case of an emergency, permission for such leave may be sought in person or by telephone with the written statement presented to the building principal or their immediate supervisor upon the employee's return. Should an unusual number of personal leave requests occur on one (1) day causing a staffing problem, the building principal shall have the discretion to grant only those requests for which adequate substitutes may be obtained.

BEREAVEMENT LEAVE

In the case of death in an employee's immediate family, the employee shall be granted permission to be absent from duty for not more than five (5) school days at the discretion of the Director of Human Resources for attendance at the funeral and for any other purpose directly arising out of the death. No deduction of pay shall be made for absence so granted. For the purpose of the foregoing, an employee's "immediate family" is defined as the employee's spouse, child, parent, brother, sister, son-in-law, daughter-in-law, spouse's parents, spouse's brothers and sisters and a spouse's child by a former marriage.

In the case of death of the grandparents or grandchildren of the employee and his/her spouse, the employee shall be granted permission to be absent from work for two (2) days at the discretion of the Director of Human Resources to permit the employee to attend the relative's funeral.

In the case of death of the brother-in-law, sister-in-law, uncle, aunt, niece, nephew or first cousin of the employee and his/her spouse, the employee shall be granted permission to be absent from work for one (1) day at the discretion of the Director of Human Resources in order to permit the employee to attend the relative's funeral.

ADOPTION LEAVE

Twelve-month classified employees will be allowed a paid leave of absence, not to exceed a total of ten (10) consecutive working days, in the case of the employee adopting a child. Such paid leave shall be charged to the employee's accrued sick leave. Application for this leave shall be submitted in writing by the employee to the building principal and to the Superintendent as far in advance of the contemplated leave period as possible.

ABSENCE WITHOUT PAY

Absence without pay may be authorized by the Director of Human Resources for purposes which are considered urgent and necessary. For such absences, deductions from the employee's salary will be made.

The employee shall make 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.

Upon written request, absence without pay may be authorized for the purpose of vacation or recreation. Employees may be allowed a maximum of two (2) days each school year for absence without pay cumulative to a total of four (4) days.

FAMILY MEDICAL LEAVE

The Family Medical Leave Act of 1993 provides employees with up to 12 weeks of unpaid, job-protected leave for certain medical or family reasons. An application for this leave must be filed with the Director of Human Resources or designee. Each work site has a poster displayed that explains the provisions of the Family Medical Leave Act.