

**HANDBOOK FOR EMPLOYEES OF THE  
HARRIS- LAKE PARK COMMUNITY SCHOOL DISTRICT**

This handbook of the policies and procedures of the Harris-Lake Park Community School District is propounded to inform employees concerning a number of policies for the work environment.

The Board of Directors of the Harris-Lake Park Community School District may unilaterally revise, terminate or change any of these policies when it appears to be in the best interest of the school district.

This handbook is not a contract, expressed or implied, and is not intended to induce an employee to accept or continue employment with the school district.

1. **At-Will Employment.**

The employment with the Harris-Lake Park Community School District is at-will. Pursuant to Iowa law, at-will employment is subject to termination, with or without reasons or notice, by the employer other than being subject to Iowa Code 279, if applicable.

2. **Equal Opportunity Employment.**

The board will not discriminate in its educational activities on the basis of: age, color, creed, language, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

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 board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of age, color, creed, language, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

3. **Non-Harassment Policy / Non-Discrimination Policy.**

The school district prohibits discrimination or harassment based on race, color, religion,

creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory practices, including without limitation harassment. Consistent with its workplace policy of equal employment opportunity, the school district prohibits and will not tolerate harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Violations of this policy will not be tolerated.

Discrimination includes, but is not limited to: making any employment decision or employment related action on the basis of race, color, religion, creed, age, sex, disability, national origin, marital or veteran status, or any other status protected by applicable law.

Harassment is generally defined as unwelcome verbal or non-verbal conduct, based upon a person's protected characteristic, that denigrates or shows hostility or aversion toward the person because of the characteristic, and which affects the person's employment opportunities or benefits, has the purpose or effect of unreasonably interfering with the person's work performance, or has the purpose or effect of creating an intimidating, hostile or offensive working environment. Harassing conduct includes, but is not limited to: epithets; slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic.

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors and other verbal, visual or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. 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.

**Reporting:**

Any employee who feels that he or she has been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of his or her building principal. The school district will promptly investigate all allegations of discrimination and harassment, and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and the school district will take appropriate action based on the outcome of the investigation.

No employee will be retaliated against for making a complaint in good faith regarding a

violation of these policies, or for participating in good faith in an investigation pursuant to these policies. If an employee feels he/she has been retaliated against, the employee should file a complaint using the procedures set forth above.

It is the intention of the district to prohibit any bullying behavior just as harassment is prohibited and dealt with.

#### **4. Drug-Free / Alcohol-Free Environment.**

Employees are prohibited from unlawfully consuming, distributing, possessing, selling, or using controlled substances while on duty. In addition, employees may not be under the influence of any controlled substance, such as drugs or alcohol, while at work, on school premises or engaged in the district's business. Prescription drugs or over-the-counter medications, taken as prescribed, are an exception to this policy.

Anyone violating this policy may be subject to disciplinary action, up to and including termination.

#### **5. Leave of Absence.**

##### **a. Personal Leave.**

All employees shall be allowed three (3) days in any one (1) fiscal year for personal leave. A written request must be made at least two (2) days in advance of the intended absence. If the personal day falls the day before or after a holiday, the District has the option of approving or declining the request. All personal leave requests must be made before the last five student contact days of the year. Full-time Certified staff will be paid \$90 for each day of unused personal leave based on FTE.

##### **b. Death in Immediate Family.**

Emergency leave of up to seven (7) days will be granted with pay for each death in the immediate family. Immediate family includes only: father, mother, brother, sister, child, spouse, father-in-law, mother-in-law, grandparents and grandchild.

##### **c. Legal Leave.**

An employee subpoenaed to appear for jury duty and/or to testify in a judicial case shall be paid and provided such time. Any fees or remuneration the employee received, except mileage and meals, during such leave shall be turned over to the Harris-Lake Park Community School System.

##### **d. Sick Leave.**

Employees will be allowed sick leave for illness or temporary disabilities, including pregnancy, or for appointments with medical specialists as follows:

Twenty (20) days sick leave for the first year to any employee new in the system. The schedule for sick leave each consecutive year for all teaching personnel until the maximum of one hundred ten (110) days is reached will be as follows:

- |                     |                                     |
|---------------------|-------------------------------------|
| 1. 1st year 20 days | 4. 4th year 13 days                 |
| 2. 2nd year 11 days | 5. 5th year 14 days                 |
| 3. 3rd year 12 days | 6. 5th and subsequent years 15 days |

An employee shall notify the Superintendent or his designee as soon as possible as the necessity for taking sick leave becomes known to the employee.

An employee, while taking sick leave under these provisions, shall keep the Superintendent or his designee informed of the duration of the disability and the expected date of the return to duty. Absences shall be for the time indicated to be necessary by the medical provider.

An employee who is unable to work because of personal illness or temporary disability, including pregnancy, and who has exhausted all sick leave available may be granted leave of absence without pay for the duration of such illness or temporary disability through the end of the school year.

For the individual employee who has a pregnancy condition the individual employee may take up to eight (8) consecutive calendar weeks of Personal Sick Leave with pay (restricted to accumulated sick leave days earned by the individual staff member). Any number of days used during the first eight (8) weeks not covered by accumulated sick leave may be covered by Family & Medical Leave without pay. Beyond the original eight (8) weeks the same employee may take up to an additional four (4) weeks of Family and Medical Leave without pay. The total combination of days taken must be consecutive days. The weeks listed above will commence at birth.

**e. Family Sick Leave.**

Employees will be allowed five (5) family sick leave days each year. These days do not accumulate and will be subtracted from the regular sick leave days. Family sick leave can be used for the following: father, mother, brother, sister, child, spouse, father-in-law, mother-in-law, grandparents, and grandchildren.

An employee shall notify the Superintendent or his designee as soon as possible as the necessity for taking family sick leave becomes known to the employee.

An employee, while taking family sick leave under these provisions, shall keep the Superintendent or his designee informed of the duration of the disability and the expected

date of the return to duty.

Staff will be allowed to donate family sick leave to other staff members in emergency situations with the approval of the Superintendent.

#### **6. Work Performance/Evaluations/Layoffs. Terminations and Reductions.**

The school district expects each of its employees to act in a professional manner. Employees are role models for our students. A failure to adhere to being an appropriate role model may be cause for an adverse employment action.

Evaluations of employees will be according to the Iowa Code and based on Iowa Teaching Standards with each administrator using an evaluation instrument in the manner they feel is appropriate.

The school district has the authority to reprimand, suspend, discharge, or take other appropriate disciplinary action against employees.

The school district shall have the right to reduce positions as determined by the Board of Directors of the school district. In the event a layoff or reduction of positions, those decisions shall be made by the Board of Directors following a recommendation by the Superintendent.

Employees shall be subject to evaluation by their supervisor. These evaluations may be reduced to writing and tendered to the employee. An employee's file may contain notations on job performance. Evaluations by their nature are subjective opinions of the supervisor.

In evaluating employees, supervisors will monitor in addition to other factors the effort of the employee, the attitude of the employee, the quality of the work performed and the quantity of the work performed. Attendance may be a material factor in the final evaluation and in any comparison of employees if reductions are necessary or determined appropriate.

In terminations or reductions in addition to what is set forth above and the Iowa Teaching Standards, one or more of the following four factors may be determinative.

- a. Teaching skill as measured by the administrators in their observations and contact with personnel. Potential transfers and reassignments will determine what different personnel are considered in reaching the decision for a recommendation.
- b. Participation in extra-curricular and co-curricular programs.
- c. Participation in committees or programs to enhance the educational process in the district.
- d. Cooperation with other employees in the district to provide a unified program for students in the district.

7. **Unexcused Leaves and Tardiness.**

When no leave is available and an employee is absent, termination of employment may be the result of the tardiness or absence.

7. **District Property.**

The property of the school district shall be used strictly for school business and employees are expected to preserve and maintain the property. In addition, this property shall include computers, internet and emails which are privileged resources of the school district and are only to be used to complete essential job related functions.

In addition, cellular telephones or other portable electronic devices are not expected to be used for personal reasons while on duty.

Employees are reminded that there is no expectation of privacy in their use of any electronic device owned by the school district or being used on the school district's operating system.

9. **Insurance.**

The Board of Education shall contribute up to \$4,900 in 2025-2026 toward the payment of each full-time employee's hospital, surgical and major medical insurance coverage. Part-time teachers shall have their teaching percentage apply to the percentage of insurance payment made by the Board. If the employee elects to participate in the family coverage plan, the additional cost beyond the \$4,900 will be deducted from the salary of the employee. Teachers may elect to not participate in the group insurance plan. Monetary compensation will not be provided in lieu of insurance coverage.

10. **Supplemental Duties and Pay.**

Interscholastic sports will be subject to a separate one-year contract. The balance of the supplemental duties will be assigned as a portion of the individual teaching contract.

Teacher Supplemental Salaries (TSS) money will be based on state TSS money received by the district from the state and is NOT part of the base salary generator.

There are responsibilities of staff which are part of the job and do not require additional compensation. They are, but not limited to, room duty, recess duty, bus duty, class school parties, school social affairs, educational activities and club sponsorship. Staff will not be assigned more than 4 events to work without compensation. The school can assign beyond the four events but will compensate at a rate of \$10.00 per event.

11. School Year and Hours

A. Work Year:

The in school work year for employees is 188 days. There shall be no regular classes held on Sundays.

B. Hours:

Regular hours for employees will be from 7:45 a. m. to 3:45 p. m. Employees may leave after the buses have left on Fridays or on days preceding holidays.

C. School Hours:

The school hours can be extended to meet the needs of the administration, community or students. The regular school day is established for the best completion of the educational process. Personal business or any outside interests are not to be conducted during school hours.

D. Non-Classified:

Non-classified employee year and hours will be determined by the superintendent.

E. Calendar:

The Board shall have final authority on the school calendar.

F. Substituting:

In the event a substitute teacher cannot be acquired, the staff member who is assigned to teach students during the employee's preparation period, will be compensated at the rate of \$18.92 per period.

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Board President

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Date Approved

Employee acknowledges receipt of the handbook.

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(Signature of Employee)

Date